

REQUEST FOR QUALIFICATIONS

Issued: September 15, 2017
City of Indianapolis | Joseph H. Hogsett, Mayor
Department of Metropolitan Development | Emily C. Mack, Director



The City of Indianapolis – Dept. of Metropolitan Development Seeks a Request for Qualifications for Professional Services Regarding On-Call Architectural Design Review

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1. GENERAL INFORMATION

The City of Indianapolis through the Department of Metropolitan Development (DMD) Division of Planning and Preservation, herein referred to as “City,” is seeking a Request for Qualifications (RFQ) regarding the contents herein. The City is issuing this RFQ to solicit responses for needed professional services from qualified individuals capable of providing on-call architectural design review for the City.

2. BACKGROUND

In 2016, the City attempted to create a new position within DMD entitled, Chief Design Officer (CDO). This role was planned as a full-time position and was intended to become an integral part of DMD’s executive leadership team. The CDO was to work cross-functionally throughout the department to provide urban design expertise, architectural design review and technical assistance on a wide variety of projects, while displaying a sensitivity and understanding of how new development visually and functionally relates to the existing built-environment. The talent search did not identify an acceptable candidate to fill this position and the requisition was subsequently closed. The City has since chosen to develop an outsourced team of design experts to provide needed technical support.

3. SCHEDULE

The following tentative schedule has been prepared. Respondents interested in this work must be available on the scheduled interview meeting date.

	Event	2017 Date
1.	Request for Qualifications (RFQ) Issued	9/15
2.	Pre-Submittal Conference	9/27, 2:30 p.m.
3.	Questions Due	10/6, 9:00 a.m.
4.	Addendum Distribution	10/11
5.	Statement of Qualifications (SOQs) Due	10/20, 3:00 p.m.
6.	Evaluation and Short Listing	10/23-11/2
7.	Invitations to Interview Issued	11/3
8.	Proposed First Interviews	11/13
9.	Selection Notification	11/20
10.	Recommendation of Selection to DMD for Approval	11/21
11.	Negotiation with Selected Respondent	11/22-12/5
12.	Contract Executed by Metropolitan Development Commission (MDC)	12/6, 1:00 - 4:00 p.m.

Contact. The designated point of contact for this RFQ is Catherine Pallotta, Project Manager, CORE Planning Strategies, catherine@coreplanningstrategies.com, 317.418.1801. Contact by or on behalf of prospective consultants regarding this RFQ must be made with the designated point of contact only. Questions shall be submitted no later than October 6, 2017 at 9:00 a.m. local time.

Pre-Submittal Conference. It is highly recommended that interested respondents attend this on-site conference.

Date/Time: September 27, 2017, 2:30 p.m.
 Location: City County Building, Room 2001
 200 E Washington Street
 Indianapolis, IN 46204

Submittal Deadline. The Statement of Qualifications (SOQ) must be received by Emily Mack, Department of Metropolitan Development Director, 200 East Washington Street, Suite 2042, City-County Building, Indianapolis, IN 46204 no later than October 20, 2017 at 3:00 p.m. local time. The Selection Team or their designee may request, after the submission date, additional information or clarification of the SOQ. However, SOQs may not be amended after the submittal date unless permitted by the Selection Team.

4. SCOPE OF WORK

Overview. The on-call architectural design reviewer will primarily work with the Department's Current Planning Division Regional Center Section and the Indianapolis Historic Preservation Commission (IHPC), but will also provide design assistance to other City departments on a wide range of projects (examples listed in table below) to ensure best practices and successful urban design - with respect to architecture and site development. The reviewer will contribute to an engaging, fast-paced work environment that can impact the growth and development and design acumen of Indianapolis.

Site Development		Architecture	
<input type="checkbox"/>	Master Plans	<input type="checkbox"/>	Multi-Family Residential
<input type="checkbox"/>	Landscape Architecture	<input type="checkbox"/>	Mixed-Use Development
<input type="checkbox"/>	Building Layout and Massing	<input type="checkbox"/>	Architecture within historic area
<input type="checkbox"/>	Streetscape Proposals	<input type="checkbox"/>	Architecture within urban neighborhoods
<input type="checkbox"/>		<input type="checkbox"/>	Hotels

The reviewer's main function is to support City staff through providing written critiques of and associated recommendations for design changes, which may be incorporated into City staff reports. In addition to interaction with planning staff, the reviewer may have direct dialogue with petitioners and participate in a supporting role at meetings.

Specific Responsibilities:

1. Reviewer will report directly to Keith Holdsworth, DMD Administrator – Current Planning, who will allocate assignments.
2. Reviewer shall provide pick-up and delivery of submitted applications and correspondence, and shall be capable of receiving or responding to applications and correspondence electronically, as required by the City.
3. Times for assignment pick-up, initial review, secondary review, and delivery of completed work shall be per mutually agreed-upon schedule.
4. The Reviewer agrees to complete the initial review once notified a project has been assigned. The response time will be extended for a time equal to those days within that time period that encompasses official City holidays. The response will be in the form of written comments regarding deficiencies or the approval of the submitted application to the City. Under special project review submittals where the magnitude of the project or extenuating circumstances beyond the control of the Reviewer are apparent, the City will be notified immediately of an anticipated response time beyond the agreed-upon schedule.

If secondary or follow-up reviews are requested by the City, a response for the City's review will be provided once the Reviewer is notified a project has been assigned. Reviewer shall provide accelerated plan review services upon request and agrees to complete the review within mutually agreed-upon time from the date the Reviewer is notified a project has been assigned. City shall have the option of requesting special project reviews in support of the design review program on an as needed basis. The response time for special project reviews (phased or specialized construction) will be determined on a case by case basis by the City.

5. Review of each project shall include a design critique. The Reviewer shall review the submitted documents, plans, supporting documentation and conformity with architectural and planning best practices to elevate the design interest throughout the City's built environment. Reviews could be related to:
 - a. Regional Center applications for design approval;
 - b. IHPC Certificate of Appropriateness (COA) applications;
 - c. City's zoning code
 - d. Comprehensive Plan;
 - e. Projects requesting City incentives and/or subsidy;
 - f. City grant funding (such as CDBG and HOME);
 - g. City-initiated projects; and
 - h. other administrative procedures.
6. The Reviewer shall prepare a review response letter, in a format approved by the City at the conclusion of the review. Though the Reviewer's response will be considered, the City ultimately decides what recommendations are to be included in the final staff report. If the submitted application is found to be incomplete or lacking items necessary for review, a letter will be prepared by the Reviewer for the City informing the applicant of the submitted application's deficiencies.
7. All correspondence shall be provided to the City in an electronic format to be available for the City's use. The Reviewer shall organize and prepare graphic and/or written materials as requested. Upon assignment of a review, Reviewer is responsible for analysis of project, documentation of deficiencies, subsequent review(s) and preparing a final recommendation for City employee's consideration in their staff report. The Reviewer will perform any subsequent reviews the City deems necessary. Each subsequent review may be performed by the Reviewer or the City, at the City's discretion.
8. The Reviewer shall also attend meetings, as requested by the City, with the applicant and/or the applicant's contractor/consultant as necessary to present cases, offer testimony and/or provide urban design expertise and assistance as needed. Compensation will be provided for such meetings. This may include public hearings such as those held by the Metropolitan Development Commission (MDC), Regional Center, Indianapolis Historic Preservation Commission (IHPC), Hearing Examiner, and Board of Zoning Appeals (BZA).
9. The Reviewer shall provide response to City and customer inquiries (phone calls & e-mails) within one (1) business day.
10. The Reviewer shall attend meetings on a schedule requested by the City to discuss their status and details of ongoing reviews.
11. The Reviewer shall provide project status information for each application in the City's tracking system.
12. For those services provided by the Reviewer, the Reviewer will be compensated on the basis of actual hours of work performed by essential personnel exclusively on this Agreement at the hourly rate listed.

13. Reviewer shall submit a properly itemized invoice each month for services performed, billed in fifteen (15) minute increments for expenses incurred under this agreement and shall cooperate with and provide any other necessary information to the City.
14. This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Qualifications

1. Architect or landscape architect with current licensure with the Indiana Professional Licensing Agency, and a bachelors or master's degree in architecture (or similar professional degree).
2. Reviewer must be knowledgeable about design principles, best practices, interpretation of design guidelines, and technologies used to ensure positive urban architectural design with the ability to understand applicable codes and regulations.
3. Ability to work effectively as part of a team, as well as with other City departments.
4. Ability to organize and lead meetings, as well as provide tactful, thoughtful, constructive feedback and recommendations.
5. Reviewer must have excellent design critique and soft skills, and the ability to collaborate and communicate with designers/petitioners with varying backgrounds, preferences, processes, and styles.
6. Ability to complete tasks in a timely fashion under minimal supervision and manage multiple projects simultaneously.
7. Must be able to manage a high-volume of work and meet deadlines.
8. Exceptional written, oral, drawing, graphic, and presentation skills along with strong customer service and computer skills is a must.
9. Must be able to obtain and hold a valid Indiana driver's license.

Independent Judgment

1. Although established policies and procedures control actions, this position will exercise considerable independent judgment.
2. Reviewer will be required to provide recommendations and feedback on high-profile projects that could affect the City's growth, built environment, and economic development.
3. Errors in judgment could cause embarrassment, loss of credibility, inconsistencies and inconveniences that are highly visible to the public.
4. Reviewer will need to exercise initiative, creativity and independent problem solving skills.

5. SELECTION PROCESS

The individual Reviewer (as opposed to an entire consulting firm) will be selected through a qualifications-based selection process as described below.

SOQ Evaluation

1. A Selection Team will evaluate each Statement of Qualifications (SOQ) and will select two to five finalists that will be Short Listed.
2. The Selection Team or their designee may request, after the submission date, additional information or clarification of the SOQ. However, SOQs may not be amended after the submittal date unless permitted by the Selection Team.
3. The City reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
4. The City is not responsible for any costs incurred by the respondents for creation of the SOQ.
5. All materials submitted as the response to this RFQ shall become the property of the City.
6. Information included within the SOQ may be used for evaluation as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

Interview

1. Those selected for the Short List will be invited to interview. The purpose of the interview will be to present credentials and to expand on the information provided in the SOQ, not to repeat information already provided.
2. In advance of the scheduled interview, the Selection Team will provide additional instructions for the interview as well as a mock design review assignment upon which the Reviewer will base a written design critique.
3. At the interview, the Selection Team will assess the ability of the potential Reviewer to critique design and provide recommendations through tactful written and spoken communications. This, in concert with the SOQ, will be taken into consideration during the selection process.

6. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Respondents are encouraged to organize their Statement of Qualifications (SOQ) submissions following the requirements below.

Cover Letter

Please include company name, address, and information for the primary point of contact (1-page)

General Information

Summarize the following (5-page maximum, including resume)

1. Introduction of the proposed individual to serve as Reviewer, including in which subject areas design expertise can be provided
2. Description of firm
3. Legal company organization
4. Location. To facilitate project development that includes the review of work and coordination with local officials, the general public and the City, the successful individual or firm shall have an established office within the Indianapolis Metropolitan Statistical Area (IMSA), which includes Marion County and the adjoining counties. All work must be performed under the direct control of the firm's local office.
5. Reviewer resume (maximum 2-pages), including list of applicable licenses

Relevant Experience

1. List and briefly describe up to two comparable projects per design expertise subject area (1-page maximum per project) completed by the proposed Reviewer or are currently in progress; include person's role, and discuss history, if applicable. For each project, provide: contract value, project owner, project location, contact name and title, address, current/accurate telephone number, and email address. Identify a reference for each.
2. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project. List all occurrences within the last 5 years.

Project Understanding and Approach

Summarize the following (4-page maximum)

1. Describe your understanding of the project
2. Why proposed person should be selected

3. How you will address conflicts of interest in a project review
4. Identify and discuss any other potential problems
5. Identify and discuss methods to mitigate those problems

Fee

The on-call architectural review services agreement will be an hourly not-to-exceed maximum fee. Provide current rate schedule for proposed reviewer (1-page)

7. SUBMISSION INSTRUCTIONS

1. **FORMAT:** Respondents shall submit ten (10) three-hole punched paper copies of their submittal along with one electronic version (pdf format) via USB drive in an envelope clearly marked with "On-Call Architectural Design Review." The submittal shall be received by the date and time indicated in the Schedule of this Request for Qualifications (RFQ).
2. Adhere to the maximum page criteria outlined in Section 6 of this document to address the SOQ requirements. Each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages. Table of Contents and section divider pages do not count toward the total page count.
3. **DISQUALIFICATION.** The City reserves the right to reject any and/or all proposals and to waive any irregularity in proposals received, whenever such rejection or waiver is in the City's best interest. Notice of Award will be provided to the selected Respondent(s) at the earliest possible date. Failure to comply with the following criteria may be grounds for disqualifications:
 - a. Receipt of submittal by the specified cut-off date and time.
 - b. The number of originals and/or copies of the submittal specified.
 - c. Adherence to maximum page requirements.
4. **INCURRED COSTS.** The City shall not be liable for any costs, including any travel, incurred by the Respondent prior to award of the contract(s). Total liability of the City is limited to the terms and conditions of this request and any resulting contract.
5. **NO THIRD-PARTY RIGHTS.** It is agreed and understood that the contract is made solely for the benefit of the City and the selected Respondent, not made for the benefit of any third party, and that no action or defense may be founded upon this contract except by the signatory parties.
6. **DISCLOSURE OF PROPOSAL CONTENTS.** All responses to this RFQ become the property of the City and shall be subject to disclosure under the Access to Public Records Act. If a proposal contains any information that the Respondent does not want disclosed to the public or used by the City for any purpose other than proposal evaluation, each sheet of such information must be marked with the following legend:

"This information shall not be disclosed outside the City of Indianapolis or be duplicated, used or disclosed in whole or in part for purposes other than to evaluate the proposal; provided that if a contract is awarded to the Respondent, as a result of, or in connection with the submission of such information, the City of Indianapolis shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the City of Indianapolis' right to use information contained herein if obtained from another source."
7. **AWARD OF CONTRACTS / REJECTION OF PROPOSALS.** The City will award a contract to the Respondent(s) deemed the most qualified and responsive as determined at the sole discretion of the City based on the City's review of the Respondent's ability to provide the

required services. The City may award this contract to multiple vendors. This contract will require completion of the work pursuant to these documents. The City reserves the right to reject any and all responses without cause, waive irregularities or informalities in procedures related to the RFQ, and make inquiries as deemed necessary of Respondents and their references and clients regarding qualifications and information submitted as part of their responses.

8. TYPE OF CONTRACT. Only work performed on tasks for which the scope of work and specified maximum, not to be exceeded, cost have been approved by the City will be compensated. There is no guaranteed minimum amount of work. Negotiations may be undertaken with those Respondents whose qualifications and other factors show them to be qualified, responsible and capable of performing the work. *The price of services is set at the Fee Schedule in this Request for Qualifications and shall not be subject to change for the duration of the contract term.*
9. CONTRACT DURATION. This contract will be for a period of one year from the date January 1, 2018 until December 31, 2018. The contract will include the option for up to five one-year extensions or a single extension until the date of completion of activities funded is mutually agreed by the City and the Respondent.
10. INSURANCE. Respondent shall, as a prerequisite to this Agreement, purchase and thereafter maintain such insurance as will protect it and the City from claims set forth below which may arise out of or result from Respondent's operations under this Agreement, whether such operations be by the Respondent or by its subconsultants or by anyone directly or indirectly employed by any of them, or by anyone directly for whose acts any of them may be liable:
 - a. With the prior approval of the City, Respondent may substitute different types of coverage for those specified as long as the total amount of required protection is not reduced. Consultant shall be responsible for all deductibles.
 - b. Certificates of Insurance, naming the City of Indianapolis as "additional insured" (except Workers Compensation), showing such coverage then in force (but not less than the amount shown) shall be filed with the City prior to the commencement of any work. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days after written notice has been given to the City.
 - c. Notwithstanding any other provision of this Agreement, Respondent shall provide all proof of insurance coverage required to City prior to the commencement of any services pursuant to this Agreement.

Professional Liability (Errors & Omissions)	Each Occurrence Limit	\$1,000,000.00
	General Aggregate Limit	\$1,000,000.00
Auto Liability		\$1,000,000.00 (combined single limit) (owned, hired & non-owned)
Worker's Compensation		Statutory

11. TERMS, CONDITIONS AND EXCEPTIONS. The City does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be considered as a legal offer. The City reserves the right to alter, amend, or modify any provision of this RFQ, or to withdraw the RFQ, at any time prior to the award of a contract pursuant thereto, if it is in the best interest of the City.
12. Some or all of the work performed will be subject to Federal contractual and cross-cutting provisions. The City hereby notifies Respondents that a successful award may be contingent upon the agreement and ability of the selected Respondent to comply with these required contractual provisions, including, but not limited to minimum wage rates. In the event the selected Respondent(s) do not enter into the required agreement to carry out the purposes described in this RFQ, the City may commence negotiations with another Respondent. By submitting a response to this RFQ, each Respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with which to negotiate a contract, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.