

Office of the Mayor

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REQUEST FOR PROPOSALS NEIGHBORHOOD STABILIZATION PROGRAM DELIVERY SERVICES CITY OF ELWOOD, IN

DATE: April 16, 2010

CONTACT: Bret Lott, Housing Administrator
Madison County Council of Governments (MCCOG)
16 East 9th Street, Room 100
Anderson, Indiana 46016
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Facsimile: 765.641.9486
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The City of Elwood intends to procure housing and related program delivery services from a professional community development or housing provider with demonstrated experience in property acquisition, relocation, housing rehabilitation, infill housing, housing marketing, housing finance, neighborhood consensus building and other related fields for the Elwood Neighborhood Revitalization Program (Elwood NSP).

The Elwood NSP is being funded with a Federal Neighborhood Stabilization Program (NSP) grant secured through the Indiana Housing & Community Development Authority (IHCD) and regulated by the U.S. Department of Housing and Urban Development (HUD). Local general administration and environmental review will be provided by the Madison County Council of Governments. Successful program delivery requires a comprehensive knowledge of and experience in Federal and State program implementation. It also requires the ability to work with all elements of the local housing industry—contractors, suppliers, realtors, financial institutions, et cetera.

Written Proposals will be accepted by the Madison County Council of Governments (MCCOG), on behalf of the City of Elwood, in Room 100, County Government Center, 16 East 9th Street, Anderson, Indiana, 46016, until 3:00 p.m., local time, Friday, April 30, 2010.

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Potential respondents should address questions to Mr. Bret Lott, Housing Manager, MCCOG by email, phone, or in person at the contact information noted above.

DESCRIPTION OF THE ELWOOD NEIGHBORHOOD STABILIZATION PROJECT (ELWOOD NSP):

The Elwood NSP is a comprehensive neighborhood revitalization program intended to upgrade the housing stock and physical and social environment of one target neighborhood in the City of Elwood. The overall program will be funded through NSP with the possibility of other several funding sources including—the Community Development Block Grant Program, Federal Housing Tax Credits and other local funding. This RFP focuses on the NSP-funded program delivery services.

The NSP-funded elements of the Elwood NSP are fully described in the City's NSP Proposal submitted to IHDA dated March 13, 2009. This document is available for review by proposers on the MCCOG website at www.mccog.net. Proposers are encouraged to pay particular attention to the following attachments of the Elwood NSP Proposal, which are the NSP-funded elements (All references to housing service providers contained in that Proposal are for illustration and cost-estimating purposes, only.):

1. Section 2: Project Cost, Target Population, and Project Activities;
2. Section 3: Project Outcomes and Impact on the Target Area;
3. Section 6: Budget Matrix; and,
4. Section 9: Elwood Comprehensive Housing Plan.

DESCRIPTION OF SERVICES REQUESTED:

The specific services requested for the RFP include but are not limited to the following:

1. Property acquisition (foreclosed properties and vacant/abandoned properties);
2. Relocation assistance;
3. Assessment of historic structures and resources;
4. Lead hazard testing;
5. Property inspections and preparation of rehabilitation specifications;
6. Procurement of housing rehabilitation contracts;
7. Rehabilitation contract management;
8. Housing demolition;
9. Design of new infill housing;
10. Procurement of new infill housing construction contracts;
11. Infill housing construction contract management;

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12. Interim asset and property management;
13. Facilitation of local contractors and suppliers;
14. Disposition of constructed/rehabilitated properties to qualified parties;
15. Housing/homeownership counseling;
16. Federal, State and local regulatory obligations;
17. Citizen participation, neighborhood engagement and consensus building; and
18. Other related program delivery services.

TYPE OF CONTRACT:

The City of Elwood, through its Board of Works, will execute a Professional Services Contract for the project that contains unit prices for services rendered with a maximum contract price.

FEDERAL AND STATE REQUIREMENTS:

TIME IS OF THE ESSENCE. The City of Elwood must implement the Elwood NSP within strict time constraints and in accordance with applicable Federal and State regulations and requirements. In accordance with NSP regulations and requirements, all funds must be obligated to qualified NSP projects by the following dates: 25% by May 21, 2010; 50% by June 30, 2010; and 100% by September 21, 2010. Minimally, any uncommitted funds will be lost to the City of Elwood, which will likely jeopardize the successful completion of the project.

Details regarding the time constraints and applicable Federal and State requirements are identified in the Award Agreement No. NSP1-009-022, which is available on the MCCOG website at www.mccog.net. Compliance with all applicable Federal, State and local regulations is required, and these regulations are illustrated in the NSP Award Manual at www.in.gov/ihcda/3118.htm.

Proposers are notified that there is a 10% MBE/WBE participation goal for this contract.

CONTENTS OF STATEMENT OF QUALIFICATIONS AND PROPOSALS:

Each Statement of Qualifications and Proposal must include the following:

1. A description of the detailed expertise, experience, training and professional capacity of the provider and for any proposed subcontractor;
2. A program design, including a flowchart and a description of each service to be rendered, for each NSP-funded program element;

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3. A schedule for the completion of major work items, noting that the full award of NSP funding must be obligated to specific projects by September 21, 2010;
4. A detailed cost proposal for services rendered, including unit prices and maximum contract price;
5. Evidence of ability to secure an appropriate line of credit for working capital purposes; and
6. A list of three (3) references, including contact information, for similar projects or programs.

AWARD OF CONTRACT:

Proposals must be received in the office of the Madison County Council of Governments by 3:00 p.m., local time, Friday, April 30, 2010.

The City of Elwood and the MCCOG will review each proposal for completeness and evaluate each complete proposal received utilizing the following criteria:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the types of services to be provided and the complexity of the project, specifically prior NSP experience (20 points);
2. Past record of performance on contracts with the City of Elwood and other clients, including quality of work, timeliness, and cost control (15 points);
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current and planned workload of the organization (25 points);
4. Familiarity of the organization with the project and the type of problems applicable to the project (30 points);
5. Location of the organization; and
6. Price not within budget.

The City of Elwood may conduct interviews or telephone conferences with one or more proposers to discuss the details of its proposal on Monday, May 3, 2010, in the afternoon, no exceptions to this date

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will be made. Proposers will be contacted by telephone, or email, to schedule such an interview or telephone conference, if necessary.

The successful proposer must possess skills and capacity necessary to successfully produce the required project outcomes. A working knowledge of and/or experience with applicable Federal regulations are essential. Experience or extensive training in NSP and neighborhood consensus building is considered vital to success. Proposers must clearly describe its experience, knowledge of and/or training in applicable Federal regulations, the NSP and neighborhood consensus building.

TIME IS OF THE ESSENCE. The City of Elwood intends to select a contractor and announce its decision by the close of business on Wednesday, May 5, 2010. The City of Elwood will then negotiate and execute a formal contract for this engagement and issue a notice to proceed on or about Wednesday, May 5, 2010.

The City of Elwood reserves the right to reject any or all proposals submitted, or to waive any informalities or minor defects in the proposal process.

The City of Elwood is an Equal Opportunity Employer. Women and Minorities are strongly encouraged to submit proposals.