

REQUEST FOR PROPOSAL/QUALIFICATIONS
Update to 2008 Hamilton County Housing Needs Assessment
Hamilton County Area Neighborhood Development, Inc. (HAND)
November 14, 2012

Hamilton County Area Neighborhood Development, Inc. (HAND) is in the process of selecting a candidate to provide professional services to update the 2008 Hamilton County Housing Needs Assessment. This study will serve as the continuation of an effort to revitalize, redevelop, and generally define the housing needs of Hamilton County, Indiana. The proposed project will provide Hamilton County with an updated housing plan, which will serve as an action plan for the County's Community Development Block Grant Program while also informing HAND's strategic planning process.

HAND will convene a group of representatives from various communities to review proposals, and HAND expects to have a firm selected prior to December 31, 2012. The anticipated time frame for this project is outlined below in the scope of work, with the final product to be presented to HAND within six (6) months of contract.

In order to be considered, the proposal must be received at HAND's office located at 347 South 8th St., Suite A, Indianapolis, IN 46060, or by email at nate@handincorporated.org by 4:00 p.m. on Thursday, December 6, 2012.

Please label your proposal "Hamilton County Housing Need Assessment – Update".

The contract will be awarded to the most reasonable, responsible and responsive offer, or whose proposal is within the competitive range and determined to be the most advantageous to the County of Hamilton.

A. SCOPE OF SERVICES:

This project will be an update to an existing document and the selected consultant will have complete access to all information and analysis previously completed for the original assessment:

1. Needs Assessment update including updates as needed to the following:
 - a. Introduction
 - b. Community Profile(s)
 - c. Housing Cost Burden
 - d. Type and Quality of Housing
 - e. Housing Conditions Survey
 - i. Windshield Survey is not required
 - f. Changes in Housing Inventory
 - g. Special Needs and Homeless
 - h. Services Supporting Affordable Housing
 - i. Adequacy of Infrastructure
 - j. Neighborhood Needs
2. Market Conditions update
 - a. Survey of Findings from Relevant Studies
 - b. Relative Conditions in Different Municipalities
3. Strategies update
 - a. General Strategies
 - b. Unique Strategies per Area
4. Action Plan update

B. PROPOSED DUE DATES AND PUBLIC INPUT PROCESS

1. First Draft of Items 1 and 2 should be submitted on February 15th (or six weeks from the notice to proceed).
2. Consultant should count on making a presentation at 4-6 Stakeholder Meetings in different communities in late February and March to gather public input. HAND will assist with setting up the forums. Public input will be incorporated into the final report.
3. First Draft of Items 3 and 4 will be due on April 15th (or 12 weeks from the notice to proceed)

C. PROPOSAL CONTENTS:

The proposal must include sufficient information to provide for adequate evaluation. At a minimum, the submitted proposal must include a detailed description of the scope of work to be provided, including the specific approach and contents of the services that will be involved.

A quality proposal should be organized following the seven (7) Evaluative Factors to assist in the selection process.

D. PROPOSAL EVALUATION REVIEW FACTORS:

Proposals will be reviewed using the below evaluation factors and scope of work. Points will be assigned below to each criterion based on the content of the proposal only.

1. Understanding of Project Requirements: Firm's analysis, preparation, and level of interest. Familiarity of the project and requirements for success.	20 points
2. Technical Competence/Experience Individual creativity and demonstrated problem-solving abilities. Work plan shows methods and schedules for accomplishment.	20 points
3. Key Personnel and Roles: Personal qualifications and professional skills of key persons.	20 Points
4. Pertinent Project Experience Extent and quality of previous work and related projects.	20 Points
5. Capacity For Performance Staff identified and availability relative to current workload. Geographical location of firm.	10 Points
6. Technical Project Management Identify firm's abilities for cost and project management.	5 Points
7. Responsiveness to Management Concerns	5 Points
Total Points available	<hr/> 100 Points

D. CONTRACT TYPE:

The contract shall be a fixed fee contract indicating the maximum total dollar amount chargeable to the project.

E. AWARD OF CONTRACT:

After the close of negotiations, HAND will award the contract to the selected offeror and will promptly notify unsuccessful candidates.

F. CIVIL RIGHTS REQUIREMENTS:

Attention of bidders is particularly called to the following federal civil rights requirements:

1. Executive order 11246
2. "Section 3" compliance in the provision of training Employment and Business Opportunities
3. Certification of Non-segregated Facilities (over \$10,000)
4. OMB Circular A-102 Attachment O
5. Title VI of Civil Rights Act of 1964
6. Conflict of Interest
7. OMB Circular A-102 Attachment C

G. QUESTIONS REGARDING THE REQUEST FOR PROPOSAL SHOULD BE ADDRESSED TO:

Nate Lichti – Executive Director
HAND, Inc.
347 S. 8th St. Suite A
Noblesville, IN 46060
PHONE: 317-674-8108
EMAIL: NATE@HANDINCORPORATED.ORG

Hamilton County Area Neighborhood Development, Inc. is an Equal Opportunity Employer