REQUEST FOR QUALIFICATIONS

for

West Calumet Neighborhood Workforce Housing Initiative

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 900
Indianapolis, IN  46204
http://www.in.gov/ihcda/

317-232-7777

ISSUE DATE:  July 8, 2019

RESPONSE DEADLINE August 19, 2019, 5:00 PM Eastern Time
TABLE OF CONTENTS

PART 1  SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS ("RFQ")
2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
3. SCOPE OF SERVICES
4. RFQ TIMELINE

PART 2  RFQ PROCESS

1. SELECTION PROCESS
2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT
3. QUALIFICATIONS EVALUATION CRITERIA
4. RESPONSIBLE RESPONDENT REQUIREMENTS
5. RFQ SUBMISSION ITEMS
6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

PART 3  TERMS AND CONDITIONS

1. STATE POLICIES
2. RFQ TERMS AND CONDITIONS
3. QUALIFICATIONS COVER SHEET
4. CERTIFICATION OF RESPONDENT
PART 1 

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)

The Indiana Housing and Community Development Authority (“IHCDA”) is requesting qualifications from non-profit Respondents to (1) develop, manage and sell six affordable homes within the West Calumet neighborhood, located in East Chicago, Indiana; (2) support the development of a revolving loan fund, to allow for the use of capital funding to be available for workforce housing development; (3) provide innovative self-sufficiency support for potential homebuyers; and (4) to develop and implement a comprehensive stakeholder engagement plan, to promote and support quality of life planning for residents within the West Calumet Neighborhood. IHCDA is partnering with the City of East Chicago to provide capital financing to assist with the construction of six units.

IHCDA is making available $700,000 for this construction through the Affordable Housing and Community Development Fund (“Development Fund”). The City of East Chicago will be providing $350,000. Upon the sale of the units, the selected non-profit must establish a revolving loan fund (“RLF”) to support additional affordable lease purchase production with East Chicago.

IHCDA will provide technical assistance to the selected respondent on the development of the units, marketing toward eligible households, and how to establish and support the RLF.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT
The Indiana Housing and Community Development Authority (“IHCDA”) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this we will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life;
- Create and preserve housing for Indiana’s most vulnerable population;
- Enhance self-sufficiency initiatives in existing programs; and
- Promote a value-driven culture of continuous improvement.

VISION
IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice. We believe that growing Indiana's economy starts at home and that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low and moderate-income Hoosiers. We leverage public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and
maximizing local resources. IHCDA's work is truly a vehicle for economic growth, and it all starts at home.

**OVERVIEW** *(for more information visit http://www.in.gov/ihcda/)*

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

3. **SCOPE OF SERVICES**

IHCDA, in partnership with the City of East Chicago is soliciting qualifications from eligible non-profits. This RFQ will award funds in the form of a grant to an eligible non-profit respondent selected pursuant to this RFQ. The selected respondent is responsible for managing four (4) primary tasks.

a. The selected respondent will manage the development, management, and sale of six homes to eligible homebuyers within the West Calumet neighborhood in East Chicago, Indiana to promote workforce housing opportunities. The purpose of this funding is to provide additional affordable housing options for households living in East Chicago. The selected respondent will work with IHCDA, and the City of East Chicago to acquire the properties, develop a site plan, and construct the units. The units may either be available for purchase to income-eligible buyers or the respondent may propose a lease-purchase program, or combination of both programs. IHCDA will provide technical assistance and assist with program design to best assist eligible homebuyers for either direct purchase of a developed home, or for the homebuyer to enter into a “lease-purchase” program, in which the selected respondent will oversee the units for up to two years while the homebuyer receives additional education and support to be able to purchase the home.

The Development Fund can be used to finance assisted units for occupancy and sale for households earning up to 80% of the area median income (“AMI”) as published annually by HUD. Indiana Code governing the Development funds requires at least 50% of the Development Fund assisted units must be designated for households at or below 50% AMI and the remaining Development Fund assisted units must be designated for households at or below 80% AMI.

b. Upon the sale of the units, the selected respondent will be expected to retain the proceeds, and utilize the proceeds to establish a RLF. This RLF will operate to develop additional affordable workforce housing developments within East Chicago, prioritizing development within the West Calumet neighborhood.

c. The selected respondent will be responsible for overseeing the fund development and the ongoing implementation of the fund. This will involve at a minimum: setting the eligibility requirements for potential borrowers, determining the allowed and prohibited uses of funds, establishing a process to developing financial standards and systems to review and analyze loan requests (including but not limited to: setting a minimum and maximum loan amount, determining the length of the loan term, fees and rates), developing the loan application form,
establishing a committee to review loan applications, promoting the RLF and working with Partners to capitalize the fund, and providing loans and technical assistance to borrowers.

d. The selected respondent will provide innovative self-sufficiency assistance to the potential homeowners. At minimum, this must include the provision of pre-purchase counseling for homeowners. IHCDA will also review other proposals from the respondents regarding inventive techniques and skill-delivery methods to promote homeownership and long-term homeownership sustainability.

e. The selected respondent will design and oversee a comprehensive stakeholder engagement strategy, to provide guidance and coaching on neighborhood planning to residents. As part of this strategy, the selected respondent will consult with neighborhood stakeholders to develop a shared vision (such as a Quality of Life Plan) for the community and a formal framework to build capacity for existing or emerging community organizations. The selected respondent will provide support to garner a formal method for feedback, and lead a quality of life planning effort and document development. This process should assist neighborhood residents with identifying priorities for quality and diverse housing options, access to education for all ages, and new economic development and job training opportunities as well as any other priorities defined by the residents through this strategy. The selected respondent must also provide a procedure and process for continuous support, technical assistance and resources for the neighborhood.

The Respondent selected pursuant to this RFQ must follow all requirements as described in the Indiana Affordable Housing & Community Development Fund Manual.

The selected Respondent will be required to submit to IHCDA a Development application and pro-forma. The Respondent’s application that is submitted for Development Funds must include all applicable attachments, required by the revised Indiana Affordable Housing & Community Development Fund process, underwriting guidance and Compliance Requirements. The Development Fund application must pass the Development Fund eligibility review, underwriting, and is subject to approval by IHCDA’s Board of Directors and the City of East Chicago.

4. **RFQ TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 8, 2019</td>
<td>RFQ released to the general public</td>
</tr>
<tr>
<td>August 19, 2019</td>
<td>Responses due to IHCDA by 5:00 p.m. Eastern Time</td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>Final Selection Made</td>
</tr>
</tbody>
</table>
PART 2 RFQ PROCESS

1. SELECTION PROCESS

Evaluation of all proposals will be completed by IHCDA and the City of East Chicago. Respondents must be responsive and responsible as described in Sections 2 and 4 below. Selection of a respondent is at the discretion of IHCDA and the City of East Chicago.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Respondent must meet the following minimum requirements to be deemed responsive to this RFQ.

1. Respondent must complete RFQ.
2. Respondent must be a non-profit, and recognized as tax-exempt under 501(c)(3) and provide proof of such status.
3. Respondent must meet all City guidelines and state guidelines for administering the program.

Experience

Experience pertaining to the following will be weighed heavily in the selection process.

- Demonstrated knowledge of affordable housing construction and management of rental, lease-purchase homes, and/or the development of workforce housing;
- Demonstrated capacity to develop and manage a single-family housing development which involves multiple funding sources and regulatory complexity;
- Demonstrated experience providing affordable housing in East Chicago.
- Demonstrated experience marketing housing to persons who meet the AMI requirements and providing access to housing counseling.
- Demonstrated experience in promoting self-sufficiency for homebuyers and homeowners.
- Demonstrated experience engaging neighborhood stakeholders, and developing a formal framework for the community, and a method to provide those community stakeholders continuous support and resources for implementation.

3. QUALIFICATIONS EVALUATION CRITERIA

The following will be IHCDA’s primary consideration in the selection process:

1. Respondent’s compliance with submission requirements of this RFQ.
2. As assessment of the Respondent’s ability to deliver the indicated services in accordance with the specifications set out in this RFQ.
3. Experience providing the scope of services outlined above, as demonstrated by a narrative summary not to exceed 10 pages of the Respondent’s experience, and resumes of key staff identified as responsible for performing the work under any contract with IHCDA and the City of East Chicago, if Respondent is selected.
4. Readiness to proceed as demonstrated by a narrative summary not to exceed three pages, including a proposed program timeline with an anticipated start and end date.
5. Design of the overall scope of the proposed development as demonstrated by a narrative summary not to exceed three pages. Respondents must include the following information:
   a. Number of staff and Partners involved in the project.
   b. A narrative supporting a tentative budget for the project, including the estimated per unit construction cost, and any applicable soft costs (please note that this narrative will not substitute for the required underwriting).

6. If proposing lease-purchase as part of program design, demonstrate ability of the Respondent to manage the lease-purchase units for a period of two years, and provide housing counseling to purchasers as demonstrated by a narrative summary not to exceed three pages. The narrative must include the following:
   a. Proposed tenant selection and marking plan.
   b. Plan for improvement and client feedback.
   c. Experience providing housing counseling.

7. Ability to utilize and support the RLF for the continued development of similar units, demonstrated by a narrative not to exceed five pages. The narrative should include the following at a minimum:
   a. The RLF program design;
   b. The process of how the Respondent would structure loans and repayment of loans;
   c. The process of how the Respondent would underwrite and determine the qualifications of projects requesting RLF funding.

8. Design of methods to support and promote self-sufficiency of the homeowners. The narrative may not exceed three pages. The narrative must include:
   a. Experience providing housing counseling;
   b. Proposals on other innovative approaches to promote self-sufficiency for both homebuyers and homeowners.

9. Ability to engage neighborhood stakeholders, and develop a formal framework, such as a quality of life plan for the community, and provide those community stakeholders continuous support and resources for implementation. The narrative may not exceed five pages. Respondents must include the following information:
   a. Experience and examples of other stakeholder/neighborhood engagement efforts;
   b. A narrative outlining the vision for the neighborhood engagement;
   c. Experience overseeing Quality of Life or similar plans;
   d. Experience with implementation and providing ongoing support on the Plan.

10. Financial Capacity of the Respondent to conduct the services as outlined.

11. Past award performance, including history of complying with IHCDA and/or federal guidelines, meeting benchmarks and quality of work performed and services provided.

12. Timeliness of expenditures on previous and current awards through both IHCDA and the City of East Chicago.

4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA shall not award any contract until the selected respondent has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent’s existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCDA and the City of East Chicago;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana and if it is an entity described in IC Title 23, it must be properly registered with the Indiana Secretary of State (There is a fee to register with the Secretary of State), and owe no outstanding reports to the Indiana Secretary of State; and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the respondent shall be advised of the reasons for the determination.

5. RFQ SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. All of these requirements are described more fully in Subsection 3 of Part 2 of this RFQ, entitled “Qualifications Evaluation Criteria”. Therefore, Respondent must review Subsection 3 of Part 2 of this RFQ very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ Document.

Checklist of Submission Requirements
1. Qualifications Coversheet (required template included in this RFQ Packet);
2. Certification of Company (required template included in this RFQ Packet);
3. Verification of 501 (c)(3) status;
4. Narrative summary of the Respondents experience proving the services described above, including resumes of key staff;
5. Narrative summary on readiness to proceed as described above;
6. Narrative summary on overall program design scope as described above;
7. Narrative summary on design and use of RLF as described above;
8. Narrative summary on innovative self-sufficiency methods to be developed and implemented;
9. Narrative summary on experience on engaging stakeholders and developing and supporting quality of life, or similar neighborhood-oriented planning products.
10. Client references (2-3);
11. Documentation that the respondent has more than two years of documented experience developing similar housing;
6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email. All documents must be submitted in PDF only.

Samantha Spergel
Director of Real Estate Production
Indiana Housing and Community Development Authority
30 South Meridian, Suite 900
Indianapolis, IN 46204
sspergel@ihcda.in.gov

The deadline for submission is August 19, 2019 at 5:00 PM Eastern Time.

Applications that do not contain all of the required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

PART 3

TERMS AND CONDITIONS

1. STATE POLICIES

A. Ethical Compliance: By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.

B. Payments: Any payments for services under any contract awarded pursuant to this RFQ shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful Respondent in writing unless a specific waiver has been obtained from the IHCD A Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.

C. Employment Eligibility Verification. The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.

D. Confidentiality of State Information. The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCD A. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCD A agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of
the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

E. **Access to Public Records:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Indiana Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:

A. The RFQ.
B. A list of all vendors who received the RFQ.
C. The name and address of each Respondent.
D. The amount of each offer.
E. A record showing the following:
   a. The name of the successful Respondent.
   b. The dollar amount of the offer.
   c. The basis on which the award was made.

F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:
   a. trade secrets;
   b. manufacturing processes;
   c. financial information not otherwise publicly available; or
   d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFQ itself to be made available for public inspection

F. **Taxes, Fees and Penalties:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.

G. **Conflict of Interest:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent’s proposal or immediate termination of an awardee’s contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest.
H. **Appeals/Protest:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent’s objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
b. Unfair competition or conflict of interest in the decision-making process;
c. An illegal, unethical or improper act; or
d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

2. **RFQ Terms and Conditions**

This request is issued subject to the following terms and conditions:

A. This RFQ is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.

B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.

C. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFQ, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.

D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.

E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.

F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.

G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.

H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

I. IHCDA reserves the right not to award a contract pursuant to the RFQ.

J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.

K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
3. QUALIFICATION COVER SHEET

Name of Individual, Firm or Business:

Address:

Phone Number:
Fax Number:
Web Site Address:

QUALIFICATION Contact Person:
Title:
Email Address:
Phone:

Contract Signatory Authority:
Title:
4. CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFQ and agree to abide by the terms and conditions contained herein.

I ________________________________ am the __________________________________ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, “Fraud and False Statements,” provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: ________________________________

Name: ________________________________

Title: ________________________________

Date: ________________________________

Firm name: ___________________________