



## Englewood Community Development Corporation

Request for Qualifications • Demolition & Deconstruction Services

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from **demolition, deconstruction, and building professionals familiar with the removal of residential structures and foundation systems**. Please visit <http://www.indyeast.org> or <http://www.engagewoodcdc.com> for the full text of this RFQ. Additional opportunity to seek clarification on specific requirements outlined in this RFQ, including information on scoring criteria, will be available during a pre-submission meeting to be held on **Thursday**, January 21<sup>st</sup>, 2010 at **1:00pm** at Englewood Christian Church, 57 N. Rural Street. This informational meeting is designed primarily for respondents to the ECDC Residential General Contractor RFQ. Other contractors and subcontractors interested in learning more about overall project development and construction timeline are welcome to attend. This request is related to the Housing and Economic Recovery Act of 2008 (HERA) **Neighborhood Stabilization Program (NSP)** administered by the U.S. Department of Housing and Urban Development (HUD). More information is available at <http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/>.

### Englewood CDC Background

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Formed in 1996 as an outgrowth of Englewood Christian Church on the Near Eastside of Indianapolis, Englewood Community Development Corporation (ECDC) is a 501(c)(3) non-profit. ECDC's mission includes work in four areas: 1) housing, 2) neighborhood redevelopment, 3) job development, and 4) financial services. ECDC has helped facilitate the redevelopment of vacant homes and relocation of households into the Englewood Neighborhood. This has resulted in approximately 60 home rehabilitations and home repairs, close to 25 sales to new homeowners, 30 units of affordable rental housing and over \$2 million in development investment. Most importantly to us, our work is intended to foster a true community of care as we provide quality and affordable home ownership and rental opportunities for a wide array of valued neighbors.

### Activities & Intent

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- Demolition – rapid removal and disposal of an entire structure and foundation system after prior removal of hazardous materials.
- Selective Demolition – removal and disposal of specific portions of a structure after prior removal of hazardous materials.
- Selective Deconstruction – removal of specific assemblies or specific portions of a structure for the purpose of diversion.
- Deconstruction – disassembly of a structure in a manner that maximizes salvage and recycling of building materials while achieving safe removal of hazardous materials.
- Disposal – incinerating or landfilling building materials.
- Diversion – preventing disposal of building materials through reuse or recycling.
- Recycling – any process by which waste or building materials are segregated for the purpose of being processed into new products.
- Reuse – continued or repeated use of building materials in the same form but not necessarily for the same purpose.
- Segregation – collection, separation, and temporary storage of building materials.
- Salvage – removal of structural or non-structural building materials for the purpose of reuse.



ECDC is seeking to minimize the environmental impact of construction activities related to large-scale neighborhood revitalization. Removal of residential structures and foundation systems has the potential to generate large amounts of construction and demolition waste (CDW), as do associated renovation and new construction activities. Respondents are encouraged to develop submissions that holistically address CDW diversion across this entire spectrum of construction activities.

## Request For Qualifications

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Englewood Community Development Corporation is seeking qualifications from demolition, deconstruction, and building professionals that have recent and relevant experience with the removal of residential structures and foundation systems. Responsibilities may include, but are not limited to:

- Meet with ECDC staff and contract employees as required to review priorities and track progress;
- Conduct visual inspections of vacant, 1-4 unit residential structures and accessory structures;
- Provide photo documentation of visual inspections;
- Develop written construction waste management plans in Word and/or Excel format;
- Provide rodent eradication services prior to removing structures;
- Comply with all federal, state, and City laws and regulations concerning notification of the presence of asbestos containing materials and asbestos removal;
- Remove, demolish, wreck, or raze residential structures and accessory structures;
- Selectively demolish, dismantle, or dismember residential structures and accessory structures;
- Deconstruct or disassemble residential structures and accessory structures;
- Salvage, segregate, and recycle building materials;
- Dispose of CDW legally;
- Inventory, track, and audit building material and CDW streams specific to individual structures;
- Inventory, track, and audit building material and CDW streams by weight and/or volume;
- Remove foundation systems, backfill, grade site;
- Seed all bare and disturbed soil and provide erosion control measures;
- Perform all work under the provisions of Chapter 875, Article IV of the Revised Code of Indianapolis;
- Produce written reports in Word and/or Excel format;
- Maintain complete and accurate records;
- Provide paper and electronic records to ECDC staff and contract employees as requested;
- Maintain confidentiality regarding all aspects of each transaction;
- Demonstrate overall capacity;
- Demonstrate overall attention to detail.

## Evaluation & Selection Criteria

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Englewood Community Development Corporation will evaluate and select demolition and deconstruction professionals using the following criteria:

- **Knowledge** of current City of Indianapolis regulations relative to residential demolition and CDW disposal; industry best practices relative to residential demolition, deconstruction, and CDW diversion; residential construction methods and materials; USGBC LEED-ND rating system criteria;



Great Indy Neighborhoods Initiative (GINI) and principles of comprehensive community development.

- **Experience** managing the timely and successful removal of residential structures and foundation systems; managing selective demolition or deconstruction of residential structures and accessory structures; managing building material salvage, segregation, and recycling projects; inventorying, tracking, and auditing CDW streams; with LEED reporting requirements.
- **Capacity** to respond quickly to opportunities and service requests; work in a dynamic, fast-paced, team environment; maintain clear communication; convey paperwork and conduct transactions electronically (via fax, PDF, email, etc.); maintain scheduling flexibility.
- **Attention to Detail** relative to City of Indianapolis requirements regarding their administration of wrecking and deconstruction activities; maintaining complete and accurate records in both paper and electronic form.
- **Fee Schedule** or hourly rate relative to specific services outlined in this RFQ.
- **Licensure & Credentials** including proof of current Demolition Class A, B or C Wrecking Contractor license granted by the City of Indianapolis Board of Wrecking Examiners; other recognized industry credentials or affiliations.
- **Insurance** including certification of current comprehensive general liability insurance, professional liability insurance, employer's liability insurance, property damage insurance, and worker's compensation insurance if applicable.
- **Minority Business Enterprise Participation**  
HUD, the State of Indiana, the City of Indianapolis, Super Bowl Legacy Housing, Inc., and ECDC put a high priority on MBE/WBE/VBE (Minority/Woman/Veteran-Owned Business Enterprise) participation. State and City policies mandate that MBE/WBE/VBE entities shall have the maximum feasible opportunity to participate in the performance of contracts under federal award programs, including NSP. In order to achieve significant MBE/WBE/VBE participation, ECDC is requesting that all respondents submit MBE/WBE/VBE participation plans that include:
  - Strategy to insure that MBE/WBE/VBE subcontractors are made aware of contracting opportunities;
  - List of potential MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
  - Potential subcontract percentages that may be awarded to MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
  - Strategy to meet the following MBE/WBE/VBE participation goals as required:
    - 15% MBE (City)
    - 8% WBE (City)
    - 3% VBE (City)
    - 10% aggregate MBE and/or WBE (State)

Please note that MBE/WBE/VBE certified contractors, including those that plan to self-perform services outlined in this RFQ, must also submit MBE/WBE/VBE participation plans and meet MBE/WBE/VBE participation goals. Respondents are encouraged to contact the City of Indianapolis Department of Minority & Woman Business Development

<http://www.indy.gov/eGov/City/DMWBBD/MBE-WBE-VBE/Pages/Home.aspx>, [DMWBBD@indy.gov](mailto:DMWBBD@indy.gov),



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(317) 327-5262) and the State of Indiana Department of Administration Minority and Women's Business Enterprises Division (<http://www.in.gov/idoa/2352.htm> [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov), (317) 232-3061) to learn more about specific minority business enterprise participation policies and requirements.

- **Section 3 Participation**

ECDC is also requesting that all respondents submit HUD Section 3 (Economic Opportunities for Low- and Very-Low Income Persons) participation plans. Section 3 acknowledges that the expenditure of HUD funds typically results in new jobs, contracts, and other economic opportunities and mandates that low- and very-low income persons residing in the community in which the funds are spent, including businesses that substantially employ them, shall receive priority consideration. Respondents are encouraged to contact the City of Indianapolis Department of Metropolitan Development, Division of Community Development (<http://www.indy.gov/eGov/City/DMD/Community/Pages/home.aspx>, [dbatts@indygov.org](mailto:dbatts@indygov.org), (317) 327-5817) and the State of Indiana Housing and Community Development Authority (<http://www.in.gov/ihcda/3118.htm>, [phunt@ihcda.in.gov](mailto:phunt@ihcda.in.gov), (317) 522-7298) to learn more about specific Section 3 participation policies and requirements.

## Submission Requirements

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All submissions must address each of the specific evaluation and selection criteria outlined above, arranged in the following format:

- **Knowledge**, including credentials of specific team members who will be performing services outlined in this RFQ.
- **Experience**, including the number of years the company has been in existence.
- **Capacity**, including a description of your current client base, workload, and team makeup relative to your plan for taking on this additional, fast-paced, dynamic work.
- **Fee Schedule**
- **Licensure & Credentials**
- **Insurance**, including certification of the types and amounts of all insurance coverage currently in effect.
- **References** from no less than three recent (within the last 12 months) clients, including contact information, for which you have completed the removal of residential structures and/or foundation systems.
- **Minority Business Enterprise Participation Plan**, including current City or State MBE/WBE/VBE certification if applicable.
- **Section 3 Participation Plan**



## Submission Due Date

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All submissions must be received by **5:00pm** on **Friday**, January **22<sup>nd</sup>**, 2010.

### **Late submissions will not be accepted.**

Paper submissions may be mailed to:  
Englewood community Development Corporation  
57 North Rural Street  
Indianapolis, IN 46201

Electronic submissions may be emailed to:  
[davidprice@englewoodcc.com](mailto:davidprice@englewoodcc.com)

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Based on the suitability of responses received by the submission due date, ECDC reserves the right, at its sole discretion, to accept or reject all submissions and reissue this RFQ at a future date to be determined.