



## Englewood Community Development Corporation

Request for Qualifications • Environmental Services

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from **experienced environmental service professionals familiar with residential environmental due diligence assessments.** 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.

### Request For Qualifications

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Englewood Community Development Corporation is seeking qualifications from environmental service professionals that have recent and relevant experience conducting residential environmental due diligence assessments. Responsibilities include, but are not limited to:

- Meet with ECDC staff and contract employees as required to review priorities and track progress;
- Produce written reports in Word and/or Excel format specific to individual structures;
- Conduct baseline environmental surveys of vacant, distressed 1-4 unit residential structures;
- Conduct visual interior and exterior inspections and/or spot testing to establish the presence and type of:
  - asbestos-containing materials;
  - lead based paint;
  - underground and aboveground storage tanks;
  - water staining, water intrusion, and structural water damage;
  - site drainage concerns;
  - mold and microbial contamination;
  - household hazardous materials;



- Evaluate the condition, extents, and severity of identified environmental hazards or concerns relative to established industry standards and/or applicable regulatory requirements;
- Provide photo documentation of all visual inspections, spot testing, hazards, and concerns;
- Provide recommendations relative to best-practice protocols and procedures for abatement of environmental hazards and concerns;
- Provide recommendations for addressing environmental hazards and concerns that provide long-term, permanent solutions;
- Maintain familiarity with federal EPA and HUD guidelines, standards, and regulatory requirements relative to environmental hazards;
- Maintain familiarity with City of Indianapolis requirements regarding their administration of federal regulations relative to lead based paint and other environmental hazards;
- Conduct clearance inspections and/or sampling and provide certifications as required to satisfy all City, state, and federal regulatory requirements relative to environmental hazards;
- Perform all professional services in accordance with generally accepted engineering principles and practices;
- 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 an environmental services professional using the following criteria:

- **Knowledge** of current EPA, HUD and City of Indianapolis regulations relative to residential environmental hazard assessment and abatement regulations; residential construction methods and materials; common environmental concerns that may affect construction and renovation costs; USGBC LEED-ND rating system criteria; EPA Energy Star for Homes and Indoor airPLUS standards and certification criteria; Great Indy Neighborhoods Initiative (GINI) and principles of comprehensive community development.
- **Experience** managing the timely and successful completion of residential environmental due diligence assessments; evaluating residential environmental hazards; providing recommendations for addressing environmental hazards and concerns; conducting clearance inspections and sampling.
- **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 federal regulations relative to environmental hazard assessment and abatement regulations; maintaining complete and accurate records in both paper and electronic form.
- **Fee Schedule** or hourly rate relative to services outlined in this RFQ, **broken down per structure**.



- **Licensure & Credentials** demonstrating that at least one team member assigned to this project holds each of the following licenses:
  - Professional Engineer license granted by the Indiana Engineer Board;
  - Home Inspector license granted by the Indiana Home Inspectors Board;
  - Asbestos Inspector license, Asbestos Management Planner license, or Asbestos Project Designer license granted by the Indiana State Department of Environmental Management;
  - Lead Risk Assessor license, Lead Inspector license, or Lead Project Designer license granted by the Indiana State Department of Health;
  - Primary Radon Inspector license or Radon Mitigator license granted by the Indiana State Department of Health.

- **Insurance** including certification of current comprehensive general liability insurance, professional liability insurance, employer's liability 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/DMWBD/MBE-WBE-VBE/Pages/Home.aspx>, [DMWBD@indy.gov](mailto:DMWBD@indy.gov), (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 24 months) clients, including contact information, for which you have completed residential environmental due diligence assessments.
- **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



## Englewood Community Development Corporation

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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.