



Englewood Community Development Corporation

Request for Qualifications • Fence Removal & Site Cleanup Services

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from **independent contractors familiar with fence removal & site cleanup**. 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 21st, 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

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

Englewood Community Development Corporation is seeking qualifications from independent contractors that have recent and relevant experience with fence removal and site cleanup. Responsibilities may include, but are not limited to:

- Meet with ECDC staff and contract employees as required to review priorities and track progress;
- Perform all work as directed by ECDC staff and contract employees;
- Identify property line and utility locations based on existing lot boundary survey pins, stakes, or flags;
- Remove brush, scrub growth, undergrowth, and ground cover;
- Remove shallow (up to 18") root systems;
- Remove small (up to 6" caliper) trees;
- Remove all organics using non-chemical materials and methods;
- Chip brush and wood waste and pile neatly on work sites;
- Remove fences, fence posts, and fence supports;
- Remove sub-surface concrete and other fence post anchors;
- Remove concrete slabs, pads, sidewalks, and pavers;
- Remove non-surcharge supporting (not supporting any building structural components) retaining walls;
- Remove small (under 500 square feet) outbuildings, garages, sheds;



- Clear work sites of all litter and debris;
- Grade and seed all bare and disturbed soil and provide erosion control measures;
- Remove and/or paint over graffiti;
- Provide before and after photo documentation of work sites;
- Haul litter and debris from properties, including vacant lots;
- Recycle wood, metal, plastic, and glass to the greatest extent possible;
- Dispose of all garbage legally;
- Dispose of all household hazardous waste at a designated City of Indianapolis ToxDrop facility;
- Track waste streams by weight and/or volume and provide receipts;
- Mow properties, including vacant lots, on a regular schedule;
- Visually inspect properties for illegal dumping, high weeds and grass, graffiti and other potential code violations on a regular schedule;
- Perform all work described above on an as-needed, on-call basis;
- Maintain familiarity with City of Indianapolis requirements regarding their administration of the citizen complaint process, Mayor's Action Center, Health & Hospital Corporation-Division of Environmental Health & Housing, and Office of Code Enforcement ordinances, regulations, policies, and procedures;
- Comply with all federal, state, and City laws and regulations concerning temporary and casual laborers;
- 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;
- Demonstrate overall capacity;
- Demonstrate overall attention to detail.

Evaluation & Selection Criteria

Englewood Community Development Corporation will evaluate and select fence removal and site cleanup contractors using the following criteria:

- **Knowledge** of current City of Indianapolis ordinances and regulations relative to Health & Hospital Corporation-Division of Environmental Health & Housing and Office of Code Enforcement ordinances, regulations, policies, and procedures; Great Indy Neighborhoods Initiative (GINI) and principles of comprehensive community development.
- **Experience** managing the timely and successful completion of fence removal and other site cleanup, inspection, monitoring, and reporting activities as outlined in this RFQ.
- **Capacity** to perform work on an as-needed, on-call basis; 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 and regulation of private refuse haulers and temporary and casual laborers; maintaining complete and accurate records in both paper and electronic form.



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- **Fee Schedule** or hourly rate relative to services outlined in this RFQ.
- **Licensure & Credentials** including proof of current Scavenger Truck/Refuse Hauler license and/or permit number granted by the City of Indianapolis Office of Code Enforcement.
- **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, (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, (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, (317) 327-5817) and the State of Indiana Housing and Community Development Authority (<http://www.in.gov/ihcda/3118.htm>, phunt@ihcda.in.gov, (317) 522-7298) to learn more about specific Section 3 participation policies and requirements.



Submission Requirements

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 6 months) clients, including contact information, for which you have completed fence removal and site cleanup services.
- **Minority Business Enterprise Participation Plan**, including current City or State MBE/WBE/VBE certification if applicable.
- **Section 3 Participation Plan**

Submission Due Date

All submissions must be received by **5:00pm** on **Friday, January 22nd**, 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

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



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Thursday, January 21st , 2010 at **1:00pm** at Englewood Christian Church, 57 North Rural Street. Subcontractors interested in learning more about overall project development and construction timeline are welcome to attend.

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.