



## Englewood Community Development Corporation

Request for Qualifications • Land Surveying Services

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from **licensed land surveyors serving Indianapolis, Indiana**. Please visit <http://www.indyest.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 licensed land surveyors ('Surveyors') to provide residential boundary, GIS topographic surveys, and/or surveyor location reports. Selected surveyors will be part of a pool of surveyors who will have the opportunity to bid on specific property surveys as they are released by ECDC. Respondents will provide services as requested by ECDC which may include, but are not limited to:

- Meet with ECDC staff and contract employees as required to review priorities and track progress;
- Provide boundary surveys according to IAC 865 Rule 12 for specific properties as designated by ECDC;
- Provide topographic surveys from GIS or aerial mapping for specific properties as designated by ECDC;
- Provide utility location services for specific properties as designated by ECDC;
- Provide surveyors location reports for specific properties as designated by ECDC;
- Provide two hard copies and one electronic copy of each survey;
- 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 Surveyors using the following criteria:

- **Knowledge** of boundary and topographic survey requirements to assist general contractors in receiving single family building permits and surveyor location report as may be required for title commitment and residential land sales.
- **Experience** managing the timely and successful completion of land surveys within established urban subdivisions.
- **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 providing complete and accurate bids and thorough surveys and reports; 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 Indiana Land Surveyor license; other recognized industry credentials or affiliations.
- **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 6 months) clients, including contact information, for which you have provided urban land surveying services.



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- **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)

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 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.