



REQUEST FOR QUALIFICATIONS (RFQ)

Issued: September 14th, 2021
Indianapolis Neighborhood Housing Partnership®

BRIDGE TO HOMEOWNERSHIP – PROPERTY MANAGEMENT

1. GENERAL INFORMATION

- 1.1. The Indianapolis Neighborhood Housing Partnership (INHP) is seeking responses for this Request for Qualifications (RFQ) regarding the contents herein. INHP is soliciting a qualified vendor(s) interested in providing property management for our Bridge to Homeownership program. The Bridge to Homeownership program is a new five-year initiative creating a lease purchase option for up to 45 Indianapolis households. INHP will work with community partners who will refer participants engaged in select partner programs designed to promote economic mobility. INHP's role is to provide various resources designed to stabilize housing to allow the participant to focus on other elements of the partner's program. The Bridge to Homeownership program is a 25 months lease after which the participant will acquire the home. The properties are anticipated to be scattered site single family housing units. The selected vendor(s) will be responsible for property management on behalf of INHP as the property owner. This shall include all matters relating to the lease and rental collection. Property maintenance responsibilities are more clearly defined in Section 5 of this document.

The selected vendor(s) must be willing to support INHP's vision that every person should have the opportunity to live in a safe, decent, and affordable home in a vibrant neighborhood. Respondents should demonstrate the ability to work alongside a mission driven organization.

- 1.2. The Statement of Qualifications (SOQs) must be received by INHP no later than Monday October 11th, 2021, at 12:00 p.m. local time.
- 1.3. A pre-submittal conference will be held virtually at 2:30 pm on September 27th, 2021, via Microsoft Teams. Potential respondents can click [here](#) at the prescribed time or request a calendar invite from Jeff Hasser, at jhasser@inhp.org.
- 1.4. Questions pertaining to this RFQ should be directed to Jeff Hasser, at jhasser@inhp.org, no later than Thursday, September 30th, 2021, at 12:00 p.m.

local time. Q&A responses will be posted on the INHP website and emailed to attendees of the pre-submittal conference on October 1st, 2021.

- 1.5. INHP reserves the right to reject any or all responses to this RFQ, to waive any informality or irregularity in any RFQ responses received, and to be the sole judge of the merits of the respective RFQ responses received.
- 1.6. It is expected that the property management contract will be executed in late 2021 or early 2022.

2. Bridge to Homeownership Program Overview

The Bridge to Homeownership program will provide housing security by enabling qualified partner program participants to lease an affordable home, in the neighborhood of their choice, for up to 25 months while saving to purchase the home. INHP recognizes sustainable affordable housing is a foundational component of economic mobility. Individuals and families with low and moderate incomes may struggle to retain their engagement in economic mobility programs offered by partner organizations if they do not have stable housing. Therefore, INHP's proposal was designed in consultation with partner organizations and is a direct response to their goal to enable people to complete their economic mobility programs without experiencing a traumatic housing challenge or loss which could disrupt their engagement in the partner's program. This proposal compliments and builds off INHP's existing housing programs including education, advising, single family lending, essential repairs, and single-family development. To support this program, INHP will build and/or purchase up to 45 homes within Marion County over approximately three years. These homes will be leased by INHP exclusively to qualified families who are participating in economic mobility programs offered by partner organizations. Enrolled families will receive a 25-month lease contract with a purchase agreement for the home.

3. BACKGROUND INFORMATION

3.1. ENHANCING OPPORTUNITIES GRANT

- 3.1.1. Enhancing Opportunity in Indianapolis is a Lilly Endowment initiative designed to help individuals and families facing complex and varied challenges associated with poverty make progress toward lasting economic self-sufficiency. Through this initiative, the Endowment is awarding grants totaling \$93.6 million to support highly collaborative projects. Grants are being awarded to 28 Indianapolis-based organizations that are working with a wide variety of community partners and local

employers. Additional information relating to the program can be found [here](#).

3.1.2. INHP was awarded \$7,000,000 to support The Affordable and Stable Housing as the Foundation for Economic Mobility initiative. As part of this initiative, INHP will collaborate with seven partner organizations – all of which are receiving grants through the Endowment’s Enhancing Opportunities in Indianapolis initiative – to help clients obtain affordable housing. One of the programs created out of this award was the Bridge to Homeownership program.

4. VENDOR SELECTION CRITERIA

- 4.1. Vendor selection will be made based on the competence and qualifications for the type of services, as demonstrated by the submitted response, as further described in Section 6, Statement of Qualifications (SOQ). Thereafter, INHP will negotiate a contract for the services at a fair and reasonable fee with the best qualified organization.
- 4.2. The selected vendor (or vendors) will be an integral member of the Bridge to Homeownership team, consisting of the vendor personnel and INHP staff.
- 4.3. Upon entering a contract with INHP, the vendor(s) will begin working alongside INHP staff to manage rental interactions relating to the program’s clients.
- 4.4. Additional consideration will be given to vendor(s) that are or include participation from minority, women, veteran, LGBTQ+, and disability-owned business enterprises, also referred to as XBEs within this document.

5. DESIRED SCOPE OF WORK AND RESPONSIBILITIES

- 5.1. **Property Manager** (also referred to as the selected vendor) will be responsible for the following aspects of property management on behalf of INHP as the property owner:
 - Financial management, including rent collection, but not security deposits
 - Tenant engagement and communication limited to issues relating to the lease or as directed by INHP
 - Lease enforcement
 - Property maintenance, which shall include, but not limited to:
 - Prompt responses to all resident maintenance requests and completing emergency and/or routine maintenance work in a timely manner
 - Maintaining safe and secure properties for clients

- Coordinating with INHP to determine appropriate remediation efforts for major property expenses

5.2. INHP will be responsible for the following aspects of the program:

- Tenant selection and screening
- Assisting participants in the program with moving towards self-sufficiency and ownership of the property

5.3. Bridge to Homeownership Renters will be responsible for the following aspects as a participant in the program:

- Cleaning and general upkeep of the property in accordance with local laws, which shall include mowing and snow removal

6. STATEMENT OF QUALIFICATIONS (SELECTION CRITERIA)

6.1. Cover Letter (1 page maximum) containing at a minimum: organization name, contact name, address, phone number, and email address

6.2. Team Organization, Project Understanding, and Project Approach (6 pages maximum) containing:

- Description of team
- Brief description of the roles of the firm and key staff
- Organizational chart with names
- Description of your understanding of the project
- Proposed property management approach
- A description of any issues unforeseen by INHP that may delay the successful completion of the program
- Resumes of each proposed team member should be included as Appendix A (resumes do not count toward page limit)

6.3. Relevant Experience (4 pages maximum) containing: reputation within the industry, service capabilities and experience, brief description of up to three comparable projects under management by the team, up to three additional reference contacts with reference name, title, phone number, and email address.

6.4. Proposal Requirements and Content (4 Pages maximum) Qualifications submitted for this project must provide the following information: a high-level concept that addresses the items listed in Section 5, including a project narrative describing the approach to property management, tools and resources anticipated to be utilized by the respondent, and an estimated project cost.

6.5. Organizational Capacity (1 Page) Description of current and scheduled workload and demonstrated ability to complete tasks in a timely manner.

- 6.6. XBE (1 page) Documentation of status as an XBE and/or a statement as to how the vendor anticipates incorporating XBEs property management services, how the vendor sources XBE subcontractors, and examples of XBEs the vendor has utilized in the past.**
- 6.7. Supporting Documentation** Additional supporting documents can be included as attachments to the submission; however, the documents should specifically expand upon requested information requested in Section 6.
- 6.8.** Submissions will only be accepted virtually. Please send all responses to Jeff Hasser at jhasser@inhp.org . All responses must be received by 12:00 p.m. local time, Monday, October 11th, 2021, and should contain the email subject line “Bridge to Homeownership – RFQ Response.” Responses can include links to virtual shared folders. Responses will be downloaded upon receipt. If changes are requested to be made prior to the submission deadline, please inform INHP staff.

7. SELECTION

- 7.1. Selection Process** INHP will convene an internal review team to evaluate each eligible SOQ submitted. Subject to the quality of the submitted SOQs, INHP may select one or more qualified finalists that will be “Short-Listed” for the project. Interviews will be scheduled for the Short-Listed teams to discuss their qualifications with the review team. The purpose of these interviews will be to expand on the information provided in the SOQ, not to repeat information already provided. Those organizations selected for the Short-List will be provided additional instruction by INHP staff prior to the interview date. At its sole discretion, INHP may choose to bypass the interview process and move directly towards contract negotiations.
- 7.2. Schedule** The following tentative schedule has been prepared for this RFQ process. Organizations interested in submitting a SOQ must be available on the interview meeting date or request an alternate date a minimum of one week prior to the interview.

Activity	Date
RFQ Released	Tuesday, September 14 th , 2021
Pre-Submittal Virtual Conference (Microsoft Teams link is here.)	Monday, September 27 th , 2021, 2:30 pm
Pre-Submittal Questions Due to INHP	Thursday, September 30 th , 2021, 12:00 pm
Addendum Distribution	Friday, October 1 st , 2021
Statement of Qualifications (SOQs) Due	Monday, October 11 th , 2021, 12:00 pm
Invitations for Interview Issued	Friday, October 15 th , 2021
Interviews (If necessary)	Monday, October 25 th , 2021
Selection Notification	Friday, October 29 th , 2021

For additional questions or comments, please contact:

Jeff Hasser

Project Manager, Strategic Initiatives

Indianapolis Neighborhood Housing Partnership®

jhasser@inhp.org , 317-610-4608