



Request for Proposals (RFP)

Issued: February 22, 2023
Indianapolis Neighborhood Housing Partnership®

Request for Proposals – INHP’s Colonial Bakery For-Sale Housing Development

1. GENERAL INFORMATION

- 1.1.** The Indianapolis Neighborhood Housing Partnership (INHP) is seeking responses for this Request for Proposals (RFP) regarding the contents herein. INHP is soliciting a qualified vendor(s) interested in creation and execution of plans for the construction of for-sale housing development on 2434 and 2444 Winthrop Avenue. 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 responses must be received by INHP no later than noon Wednesday, March 29.
- 1.3.** Questions pertaining to this RFP should be directed to Jeff Hasser, at jhasser@inhp.org, no later than noon Friday, March 3. Q&A responses will be posted on the INHP website and emailed to any respondents that request a copy.
- 1.4.** INHP reserves the right to reject any or all responses to this RFP, to waive any informality or irregularity in any RFP responses received, and to be the sole judge of the merits of the respective RFP responses received.
- 1.5.** It is expected that the development agreement will be executed by the summer of 2023.

2. Colonial Bakery Site Background

- 2.1.** The Colonial Bakery Site is a former delivery truck maintenance facility for the Colonial Bakery. This property consists of two adjoining parcels (Local Parcel #s 1058732, 1059903) with a combined area of ~1.34-Acres. The Site is situated

on the near northside, at 2434 and 2444 Winthrop Avenue, Indianapolis, IN, 46205. Site boundaries are roughly Winthrop Avenue (E), East 24th Street (S), a City-owned alley (W) and the Harvest Christian Fellowship Church at 923 East 25th Street (N). The property has been vacant for over a decade, having formerly been used for residential purposes, and later for bakery truck maintenance and parking, storage, and auto repair. All above ground structures formerly located at the site were removed in 2007 - 2008. Remaining appurtenances such as paved parking areas were removed in 2019 during environmental remediation activities. The City of Indianapolis's Department of Metropolitan Development (DMD) issued an RFP to which INHP successfully responded in 2022.

3. BACKGROUND INFORMATION

3.1. 25th and Monon Vision Plan

3.1.1. The City of Indianapolis' Department of Metropolitan Development (DMD) Long-Range Planning team, in partnership with DMD's Real Estate and Economic Development team and Greenstreet consultants, completed a community development planning process for four DMD-owned sites in the Martindale-Brightwood area in winter 2021. The planning process, which resulted in the 25th & Monon Vision Plan, explored potential future uses of the sites based on the community's desires, brownfield status of each site, and market conditions. The completed Vision Plan outlines the framework that was utilized throughout the process, and includes the guiding principles, development program, and inclusive development recommendations.

3.1.2. The final 25th & Monon Vision Plan can be viewed [here](#).

3.1.3. The Plan calls for the site to be developed into lower density homes. The homes should complement the existing housing patterns found in nearby portions of the neighborhood with slightly different formats including: one-, two-, and four-unit homes of two to three stories where appropriate. INHP has proposed to develop townhomes upon the site, though no plans have been created. The proposal can include alternatives to a townhome model if the development still meets the goals of Vision Plan. Please discuss the alternative with INHP staff prior to inclusion in any RFP response.

3.2. Environmental Restrictive Covenant Historic commercial/industrial use of the Site and upgradient properties has resulted in environmental impacts to site soils and groundwater, confirmed by environmental investigations conducted by the City. Compliance with environmental regulations was in part achieved through the recording of Environmental Restrictive Covenants ('ERCs') containing land-use restrictions for both Site parcels. Please reference Attachment 1 of this document for more information.

4. VENDOR SELECTION CRITERIA

- 4.1. Vendor selection will be made based on the competence, qualifications, preliminary plans, and budget related to the proposal described in Section 6, Proposal (Selection Criteria). Thereafter, INHP will negotiate a development contract based on the selected Vendor's proposal.
- 4.2. The selected Vendor(s) will be an integral member of the Colonial Bakery development team, consisting of vendor personnel and INHP staff. Vendor must also be able to work alongside City staff and neighborhood stakeholders.
- 4.3. 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. **General Contractor** (also referred to as the vendor) will be responsible for the following aspects of development on behalf of INHP as the property owner and developer:

- Oversight and management of architectural and engineering design of the Colonial Bakery project site, in alignment with the 25th and Monon Vision Plan.
- Complying with the Environmental Restrictive Covenant (ERC) for the site, and any applicable environmental regulatory entities. INHP has selected Heartland Environmental to serve as our environmental consultant on the development team,
- Provide support to INHP and Martindale-Brightwood Community Development Corporation with any rezoning, variances, and community engagement related to development of the site.
- Collaborate with the City of Indianapolis's Office of Minority and Women Business Development and the neighborhood on any potential bidding opportunities. INHP will provide additional assistance as necessary.
- Management of every facet of the building process for the anticipated housing units.
- As necessary, provide materials for the marketing of the homes for sale.

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

- Owner of the property.
- Management of grant funding related to the project site.
- Coordination with the City of Indianapolis related to the City's development agreement.

- Sale of the homes to eligible buyers.
- Coordinating with Martindale-Brightwood Community Development Corporation on engagement with the neighborhood.

6. Development Proposal

6.1. Cover Letter containing at minimum: organization name, contact name, address, phone number, and email address.

6.2. Team Organization, Project Understanding, and Project Approach containing:

- Description of team
- Brief description of the roles of the firm and key staff
- Organizational chart with names
- Description of any issues unforeseen by INHP that may delay the successful development of the project
- Resumes of each proposed team member should be included as Appendix A

6.3. Relevant Experience within the industry, service capabilities and experience, brief description of up to three comparable projects under management by the team. Applicants are encouraged to include projects that may include townhomes, urban infill, and/or environmentally impacted land. If applicable, please provide up to three additional reference contacts including name, title, phone number, and email address.

6.4. Proposal Content must provide a high-level concept brief that addresses the items listed in Section 5, including a project narrative describing the approach to development.

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

6.6. XBE Documentation of status as an XBE, and/or a statement as to how the vendor anticipates incorporating XBEs into the development of the site, how the vendor sources XBE subcontractors, and examples of XBEs the vendor has utilized in the past. Please specifically identify the race/ethnicity of the any MBE entities. XBE entities are not required to have documentation of their status by the City of Indianapolis but should be eligible and may be encouraged to complete registration. The respondent is not required to use any subcontractors identified as a part of this process, but, if selected, the developer will need to inform INHP of any changes.

6.7. Design Proposal Respondents are encouraged to submit past projects and applicable/preliminary design concepts for the project site, and to review the 25th and Monon Vision Plan prior to crafting a response for this section. Fully formed design proposal specific to the Colonial Bakery site is not required as a part of submitted response. INHP is requiring the response to include an estimate of the total number of units that the respondent anticipates can be

developed on the site.

6.7.1. Utilities Due Diligence Respondents should explain their due diligence process relating to utilities for this site and the impact on the design, and therefore budget relating to the project. Respondents are encouraged to respond specifically to the Colonial Bakery site but may describe their general process. Respondents should attempt to identify any barriers or challenges relating to the utilities for the site as a part of their response.

6.7.2. Neighborhood Context Respondents are encouraged to speak to existing neighborhood context and how the respondent's proposal will respond to the 25th and Monon Vision Plan.

6.7.3. Job Creation Respondents will be required to submit preliminary estimates for the total number of permanent and construction jobs created by the project.

6.8. Budget Proposal should include a preliminary development budget for the project that identifies anticipated expenses. The budget should include line items for expenses to give INHP an idea of the project's total development cost. If selected, this budget will be used as a framework during contract negotiations.

6.9. Supporting Documentation Additional supporting documents can be included as attachments to the submission; however, the documents should expand specifically upon information requested in Section 6.

6.10. Submissions will only be accepted virtually. Please send all responses to Jeff Hasser at jhasser@inhp.org . All responses must be received by Thursday, March 29, 2023, at noon local time, and should contain the email subject line "INHP Colonial Bakery For-Sale Housing Development - RFP Response." Responses can include links to cloud- 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 response. Subject to the quality of the submitted responses, 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 proposal, 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 to contract negotiations.

7.2. Schedule The following tentative schedule has been prepared for this RFP process. Organizations interested in submitting a response must be available on the interview meeting date or request an alternate date at least one week prior to the interview.

Activity	Date
RFP Released	February 22, 2023
RFP Questions Due to INHP	March 3, 2023
Addendum Distribution	March 8, 2023
RFP Responses Due	March 29, 2023
Invitations for Interview Issued	April 4, 2023
Interviews (If necessary)	April 10, 2023
Selection Notification	May, 2023

For additional questions or comments, please contact:

Jeff Hasser

Project Manager, Strategic Initiatives

Indianapolis Neighborhood Housing Partnership®

jhasser@inhp.org, 317-610-4608

Attachments

1. Environmental Documents

Copies of environmental investigation and remediation reports for the Site can be downloaded from the Indiana Department of Environmental Management ('IDEM') 'Virtual File Cabinet' under Agency ID #s 125198, 28888, and 22677:

<https://vfc.idem.in.gov/FacilitySearch.aspx>

Compliance with environmental regulations was in part achieved through the recording of Environmental Restrictive Covenants ('ERCs') containing land-use restrictions for both Site parcels. Copies of both ERCs are available for download through the IDEM Virtual File Cabinet under Document #s 83254951 and 83164138.