



City of Evansville
Stephanie Terry, Mayor
Department of Metropolitan Development
Civic Center Complex, Room 306
1 NW Martin Luther King Jr. Blvd
Evansville, IN 47708

REQUEST FOR PROPOSALS

RFP-657-003-24

Housing and Community Needs Assessment Survey

SUBMISSION DEADLINE:

Monday, July 1, 2024, 3:00pm CST

PROJECT CONTACT:

Kory Kempf
Community Development Specialist
City of Evansville Department of Metropolitan Development
Office: (812) 436-7815
Email: KKempf@evansville.in.gov

SCOPE OF SERVICES

Introduction

The City of Evansville is seeking qualified consulting firms and individuals to put together a Community Development and Housing Needs Assessment survey and distribute said survey throughout the city through various platforms.

The survey shall be accessible to various stakeholders, including those with disabilities, those unable to attend either of the minimum two (2) required public meetings, and Spanish-speaking citizens. The consultant may use an approved survey platform (Survey Monkey, Typeform, Dotform, etc.) and utilize QR codes linking to said digital survey for simplified online and postcard mailer distribution.

The Needs Assessment survey shall form a large basis for determining which types of housing and community development programs the City of Evansville will fund, in addition to programs that the City may not be able to fund with federal dollars but may still be determined to be a high priority by survey participants.

Community Development and Housing Needs Survey

The survey shall be developed in a way that identifies the City's priority needs. This shall be done by allowing survey participants to rank specific community and housing needs by perceived priority. Consultant must develop the survey questions in a way that would help the City of Evansville determine the best use of federal funds.

The survey questions should be categorized by varying community development and housing needs. For example, a survey question might ask participants to rank the following housing needs based on what they consider the City should prioritize the most: rental housing, new construction, blight rehabilitation, and blight demolition. Another survey question might ask respondents to prioritize the following public services: childcare services, substance abuse services, mental health services, and homeless services.

The survey questions should be distinct between community development needs and housing needs. For example, a survey question should not ask if the respondent considers permanent housing more important than childcare. Housing Needs data and Community Development Needs data from the survey should be interpreted separately.

Contents of the Survey

The survey questions may be categorized by the following topics:

- Acquisition and Disposition
- Public Facilities and Improvements
- Public Services
- Housing

- Economic Development
- General Administration
- Other

Tools used in previous City of Evansville Community Development and Housing Needs surveys included categorization by IDIS Matrix Codes. In addition to the subtopics listed in the IDIS Matrix Codes, additional subtopics could be included that might be perceived as high priority, such as Utilities, Schools, Infrastructure, etc.

The survey should be made available in both English and Spanish.

Demographics of survey respondents should be identified. This can be done by asking respondents to simply identify their income level (extremely low, low, moderate, etc.), age range (18-35, 36-54, 55+, etc.), race, etc.

Data Interpretation and Visualization

The data obtained by the community surveys shall be interpreted through the use of tables, graphs, and/or charts.

Community Participation

The survey shall be conducted at a minimum of two (2) public meetings held in accordance with the City's Citizen Participation Plan. It shall be made available online to allow access to those who made not otherwise be able to attend a public meeting. The link to the online survey shall be thoroughly marketed to reach an acceptable number of respondents.

The City of Evansville's Citizen's Participation Plan can be found at the following website:

https://www.evansvillegov.org/egov/documents/1587568547_04236.pdf

Deliverables

- The survey shall be delivered by the end of September in the form of printable PDF format and online survey format (Survey Monkey, Typeform, etc.).
 - o The online survey should be made available through the use of a QR code which would direct to the survey link.
- Raw survey results data shall be delivered in an appropriate digital format
- Survey result visuals shall be delivered in an appropriate digital format

Final Negotiations

All items listed on this RFP are subject to final consultation and negotiation between the City and the winning contractor, except those items required by local, state, and federal regulation.

SUBMISSION INFORMATION

Request for Proposal (RFP) Due Date:

Monday, July 1, 2024, by 3:00pm CST

Email Submissions

Email digital (PDF) bids with the email subject line, "Community Needs Survey Response to RFP – City of Evansville" to:

projectdmd@evansville.in.gov

*Please ensure that digital files are virus-scanned prior to submission.

SUBMISSION REQUIREMENTS

This RFP is issued to establish a contract to supply the City of Evansville with a commodity or service in accordance with accompanying specifications. The execution hereof by the bidders is acceptance of all terms and conditions herein and in that regard, the bidders agree to be bound to the amount(s) referenced in the proposal for a period of ninety (90) days.

Consultants cannot be members of the development teams, nor have a financial interest in the development aside from compensation for the AFFH AFH services.

Required Documents

At minimum, the following must be submitted in your proposal:

1. Title Sheet

- Must provide the name of the lead consultant and name(s) of the subconsultant(s) with the name of the primary contact clearly identified.

2. Cover Letter

- 1–2-page cover letter on your letterhead describing the composition of the proposing firm or individual and the key personnel involved. Identify role(s) as principal, consultant, general partner, designer, etc. Clearly identify the primary contact person(s) for this project as well as their title and contact information.

3. Qualifications and Experience

- A statement of relevant qualifications for your organization, including an organization chart, a statement of the size of the firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this.
- How many employees (full-time and part-time) do you plan to assign to this project if your firm is selected? Please list the professional qualifications for each individual that would be assigned to this project, including any applicable degrees, training, and/or certifications and licensing. You may also submit a resume or CV in lieu of this.
- Provide at least two (2) examples of similar projects completed within the last five (5) years which are most relevant to this project.

4. Project Approach

- A description of how your firm will meet the scope of services described in this RFP. Relevant considerations include the quality and feasibility of your approach to meeting the needs of the project, the way you plan to provide adequate staffing, and equipment or resources provided by or available to you.

5. Project Timeline and Budget

- Provide a project timeline. Bear in mind that this project would need to be completed and delivered to the City by **January 31, 2025**.
- Provide an itemized budget and a detailed explanation of all costs associated with your providing the requested services if you are selected. Itemize and provide a proposal of all costs, including the required community participation process described in the Scope of Work.

- If travel is required, please outline how travel expenses are to be calculated.
- Include startup costs if applicable.

6. List of Minority and Women Business Enterprise Utilization

- If your firm is certified with the State of Indiana or any other state, please include certification documentation. The City of Evansville formally adopted a Minority and Women Business Utilization Plan illustrating a commitment to achieving significant utilization of Minority and Women Business Enterprises (M/WBE) in the community's purchasing efforts. Goals have been established to provide an atmosphere of equal opportunity for all vendors and to prohibit discrimination in all aspects of public operations including the purchasing of products, services, and public works contracts. (See City of Evansville Municipal Code 3.90.110-180)

7. E-Verify and Indiana Legal Employment Declaration

- E-Verify – Pursuant to Indiana Code 22-5-1.7-11(b)(2), the contractor is required to submit proof from the E-Verify Program that it is currently enrolled and participating in the program. An example of confirmation is the confirmation email received from E-Verify upon successful enrollment.

8. Other Information

- Include any other supporting documentation or information that may be relevant to the project described in this RFP.

SELECTION CRITERIA AND PROPOSAL SCORING

The proposals will be evaluated on the following criteria and scoring system:

1. [25%] Firm experience and capabilities with similar projects pertaining to community needs surveys
2. [25%] Proposed personnel and their individual qualifications
3. [20%] Proposed approach
4. [10%] Proposed cost
5. [10%] Proposed timeline
6. [10%] Completeness of proposal materials

Highest possible score: 100%

The selection committee may choose to interview several of the top ranked individuals/firms and reserves the right not to accept any of the submissions. Once selected, the City of Evansville's DMD will seek to negotiate a contract, detailed scope of work, deliverables, fee, schedule, etc. with the preferred consultant. If unable to reach agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. If selected for interview, you will be contacted at least one week before the interview date.

It is DMD's goal to evaluate proposals and provide written notification of the results within 30 days of receipt of proposals.

The City will not reimburse any firm or individual for any costs associated with the submittal of proposals or in the negotiation of a final agreement for the work being considered. The successful consultant will be required to enter into an agreement for this project and procure and maintain, at their own expense, insurance coverage as described elsewhere in this RFP.

The City and its agents reserve the right to award the contract in any manner deemed in the best interest of the City and its citizens.

TIMELINE

- July 1, 2024 RFP due date
- July 1 – July 11, 2024 Proposals are reviewed by the City
- July 12, 2024 Winning contractor is notified
- July 15 – July 30, 2024 Negotiations and contract is drafted
- Aug 1, 2024 Contract is approved by BPW
- Aug 15, 2024 Notice to Proceed is issued to the winning contractor
- Aug 16, 2024 Project start date
- Sept 15, 2024 Survey developed and sent to City for review
- Sept 22, 2024 City has reviewed and made any suggestions
- Sept 30, 2024 Final draft of survey is completed and distributed
- Oct 1 – Nov 30, 2024 Survey runs for 60 days
- Dec 1 – Jan 30, 2024 Survey data is interpreted and visualized
- Jan 31, 2024 Survey results are delivered to the City

***All dates are tentative and subject to change.**

RIGHTS, RESPONSIBILITIES, AND REQUIREMENTS

Rights and Responsibilities of the City of Evansville

Right to Reject, Waive, or Terminate the RFP

The City reserves the right to reject any or all proposals, to waive any informality in the RFP, or to terminate the RFP process at any time, in its sole discretion, if deemed by the City to be in its best interests.

Right to Not Award

The City reserves the right to not award a contract pursuant to this RFP.

Right to Terminate

The City reserves the right to terminate a contract awarded pursuant to this RFP at any time upon 5 business days' written notice to the winning proposer(s).

Right to Determine Ability

The City reserves the right to request information regarding the financial responsibility and ability or other such information as the City determines is necessary to ascertain whether a proposer is in fact capable of performing the work outlined in this RFP.

Right to Negotiate

The City reserves the right to negotiate any fees proposed by the proposing entity.

Public Disclosure

Let it be known that submitted proposals and attached contents may be entered into the City's public record and made available at the request of anyone who may request such information, pursuant to the Access to Public Records Act (APRA) Indiana Code § 5-14-3

Responsibility to Cooperate

The City of Evansville has the responsibility to make all reasonable efforts to cooperate with the successful proposer. The City will provide the successful proposer with access to non-privileged and/or non-confidential data necessary for the successful proposer to carry out their responsibilities under this RFP and resulting contract.

Rights, Responsibilities, and Requirements of the Proposer

Right to Confidentiality

As a general rule, all documents received by the City of Evansville are considered public records and will be made available for public inspection and copying upon request. If a proposer considers any documentation submitted with your proposal to be proprietary or otherwise confidential, those documents should be clearly marked “**CONFIDENTIAL**”

Licensing and Insurance Requirements

The selected contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, applicable insurance coverages during the term of the contract. Satisfactory proof of the required insurance shall be furnished to the City by the selected contractor. The certificates of insurance shall show the name and address of the company, expiration date(s), and the policy number(s). The City reserves the right to require complete, certified copies of all required insurance policies at any time. In the absence of state and/or local regulations, the amounts of coverage shall be as follows:

General Aggregate: No less than \$1,000,000

Products & Completed Operations Aggregate: No less than \$1,000,000

Professional Liability: No less than \$1,000,000

Personal & Advertising Injury: No less than \$1,000,000

Each Occurrence: No less than \$1,000,000

Fire Damage (Any one fire): No less than \$50,000

Medical Expense (Any one person): No less than \$5,000

Umbrella Liability (Any one occurrence): No less than \$1,000,000 applying to all bodily injury, personal injury, property damage, and errors or omissions.

Workers’ Compensation – Contractor shall maintain in the amounts required under state law. Proof of insurance shall be maintained up to date, and failure to maintain adequate coverage and proof shall be deemed sufficient reason for cancellation of any agreement. All insurance shall provide that the policy shall not be cancelled, terminated, or modified unless thirty (30) days prior to such cancellation, termination, or modification written notice is provided to the City. No policy shall be modified, terminated, or canceled by the selected contractor without prior written approval of the City.

State Business License – if such a license is required in the state in which the proposer will be carrying out the services described in this RFP.

Registration as a Business Entity – provide proof of registration via a letter of registration with your state’s Secretary of State or issuing office.

Submission Responsibilities

It shall be the responsibility of the proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by

the City. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents.

SAM.gov Requirement

This Assessment of Fair Housing project may be paid for using federal funds, such as from the HOME Investment Partnerships Program (“HOME”) and/or Community Development Block Grant (“CDBG”). A SAM registration is required for any entity to bid on and get paid for federal contracts or contracts being paid for with federal funds. These include for-profit businesses, nonprofit organizations, government contractors, government subcontractors, state governments, and local municipalities. The SAM registration is valid for one (1) year from the date the registration is completed and must be renewed before sixty (60) days of expiration to avoid potential penalties.

E-Verify Program Participation Requirement

Pursuant to Indiana Code 22-5-1.7, the winning proposer (“Contractor”) shall enroll in and verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify Program. The Contractor is required to provide proof to the City of enrollment in said Program.

E-Verify Program

The E-Verify Program is an electronic verification of work authorization of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.403(a), as amended, operated by the United States Department of Homeland Security.

Compliance

Pursuant to Indiana Code 22-5-1.7, the winning proposer (“Contractor”) shall enroll in and verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify Program. The Contractor is not required to verify the work eligibility status of all newly hired employees through the E-Verify Program if said Program no longer exists.

Contractor and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that the Contractor or its subcontractor(s) subsequently learns is an unauthorized alien. If the Contractor violates this Section 16.23, the City shall require the Contractor to remedy this violation no later than thirty (30) days after the City notifies the Contractor of the violation. If the Contractor has not remedied the violation after thirty (30) days, the City may terminate the contract for breach of contract, unless the City determines that such termination would be detrimental to the public interest or to public property; in which case the City may allow the contract to remain in effect until the City procures a new contractor. If the City terminates the contract, the Contractor shall, in addition to any other contractual remedies, be liable to the City for any actual damages.

There is a rebuttal presumption that the Contractor did not knowingly employ an unauthorized alien if the Contractor verified the work eligibility status of the employee through the E-Verify Program.

Subcontractors

Contractor shall, prior to performing any work, require each subcontractor to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the E-Verify Program. The Contractor shall maintain on file a certification from each subcontractor throughout the duration of the project. If the Contractor determines that a subcontractor is in violation of this Section 16.23, the Contractor may terminate its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by the Contractor or the subcontractor.

Pursuant to Indiana Code 22-5-1.7-11(b)(2), the Contractor shall provide proof to the City of enrollment and participation in the E-Verify program. An example of proof of enrollment is the confirmation email received from E-Verify upon enrollment of the E-Verify Program.

ADDITIONAL FEDERAL REQUIREMENTS

- **Equal Employment Opportunity** – Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60)
- **Copeland “Anti-Kickback” Act** – 18 U.S.C. 874 and 40 U.S.C. 276c and as supplemented by Department of Labor regulations (29 CFR Part 3)
- **Contract Work Hours and Safety Standards Act** – 40 U.S.C. 327 through 333 and as supplemented by Department of Labor regulations (29 CFR Part 5)
- **Rights to Inventions Made Under a Contract or Agreement** – 37 CFR Part 401
- **Rights to Data and Copyrights** – 48 CFR Part 27.4
- **Clean Air Act and the Federal Water Pollution Control Act** – 42 U.S.C. 7401 and 33 U.S.C. 1251
- **Byrd Anti-Lobbying Amendment** – 31 U.S.C. 1352
- **Debarment and Suspension** – E.O.s 12549 and 12689 as set forth by 24 CFR Part 24
- **Drug-Free Workplace Act of 1988** – 42 U.S.C. 701 and 24 CFR Part 25, Subpart F
- **Federal Employee Benefit Claus**

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the contract, the Vendor agrees as follows:

1. The Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or disability. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of the nondiscrimination clause.
2. The Vendor agrees that all services, facilities, activities, and programs provided as part of this contract will meet the requirements of the Americans with Disabilities Act and the rules and regulations promulgated there under.
3. The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The Vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advertising, the labor union or workers' representative of the Vendor's commitments under the Equal Employment Opportunity Section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. In the event of the Vendor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further City contracts.

Vendor Representative (please print)

Signed

Vendor Name

Telephone

Vendor Address

Date

INDIANA LEGAL EMPLOYMENT DECLARATION

(Signed form must be submitted with Proposal)

The State of Indiana has enacted a law (I.C. 22-5-1.7-11) requiring all state agencies and political subdivisions request verification from their Vendors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Vendors doing business with the City of Evansville must, as a term of their contract:

- 1. Enroll in and verify the work eligibility status of newly hired employees of the Vendor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
- 2. Verify, by signature below, that the Vendor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____ (name of Company), declare under penalties of perjury that _____ (name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)

By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____ day of _____, 20__.

My Commission Expires: _____

County of Residence: _____

Notary Public – Signature

Notary Public – Printed Name

PLEASE SEE <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> FOR INSTRUCTIONS AND ELECTRONIC REGISTRATION FOR E-VERIFY.

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)

) ss:

_____ COUNTY)

The undersigned Vendor or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by Vendor, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

Vendor further says that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, fee, gift, commission, or thing of value on account of such sale.

Vendor (Firm)

Signature of Vendor or Agent

Subscribed and sworn to before me this _____ day of _____, 20____

My Commission Expires: _____

County of Residence: _____

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned Vendor upon delivery the price quoted for the materials/equipment stipulated in said bid.

Contracting Authority Members:

Date: _____

CONFLICT OF INTEREST / FAMILIAL DISCLOSURE FORM

Project: _____

ALL Vendors must complete this Conflict-of-Interest Familial Disclosure Form and must attach the completed form to the proposal.

I affirm that no principal, representative, agent, employee, Vendor or potential subcontractors, or other acting on behalf of or legally capable of acting on the behalf of the Vendor (a "Vendor Party"), is currently an employee of the City of Evansville ("City"), any City department or a member of any City Board or Council; nor will any such person connected to the Vendor be privy to any City information which may constitute a conflict of interest; or, if such a conflict or relationship does exist, I have disclosed the nature of the relationship or conflict below.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between a Vendor Party and any employee or member of any City Department or board.

As the Vendor, I understand that completing this form and self-disclosing potential conflicts of interest does not necessarily disqualify a Vendor, but aids in identifying conflicts of interests which must be addressed pursuant to I.C. 35-44.1-1 et al. Further, the City will ensure that any individuals identified with a potential conflict will not be allowed to participate in the scoring or evaluation of the proposal packages, to ensure the integrity of the process.

The following is a list of individuals who may pose a potential conflict of interest as described above Please provide the name, relationship with the City and the nature of the potential conflict, or if applicable: "NONE":

Signature(s): _____

Title: _____

Vendor/Bidder: _____

STATE OF _____)

) SS:

COUNTY OF _____)

BEFORE ME, a Notary Public in and for said County and State, personally appeared _____, who having been duly sworn, acknowledged and affirmed that they did sign said instrument as such officer or authorized agent for and on behalf of _____, and by authority granted by such entity, that the same is their free act and deed and the free act and deed of said entity.

WITNESS my hand and notarial seal this ____ day of _____, 20____.

My commission expires: _____

My County of residence is: _____

_____ County, State of _____

Name of Notary Public

**RFP-657-003-24: Housing and Community Needs Surveys
EVALUATION FORM**

Evaluator Name and Title:					
EVALUATION FORM	Points Possible	Respondent(s)			
Vendor:					
1. Experience and Qualifications (50%)					
a. Vendor Capabilities	10.00				
b. Experience with Similar Projects	15.00				
c. Staffing Capabilities	25.00				
TOTAL:	50.00	0.00	0.00	0.00	0.00
2. PROPOSAL (40%)					
a. Price Proposal	10.00				
b. Proposed Timeline	10.00				
c. Proposed Approach	20.00				
TOTAL:	40.00	0.00	0.00	0.00	0.00
3. Other (10%)					
a. All required documents included	5.00				
b. Thumb Drive w/ ALL proposal documents	5.00				
TOTAL:	10.00	0.00	0.00	0.00	0.00
Total - All Evaluation Points	100.00	0.00	0.00	0.00	0.00