

**Request for Proposal (RFP)**  
**for**  
**Professional Services to Develop a 5-Year Consolidated Plan, Analysis of**  
**Impediments to Fair Housing, & One-Year Annual Action Plan (PY24)**  
**on behalf of**  
**Hamilton County Board of Commissioners**  
***RFP No. 23-CDBG-001***

**ABSTRACT**

The Hamilton County Board of County Commissioners, for Hamilton County, Indiana, is soliciting proposals from qualified firms interested in providing professional consolidated plan services in conjunction with the County's Community Development Block Grant Program (CDBG), managed by the Noblesville Housing Authority (NHA).

The required professional services shall be secured in accordance with rule 73C-23, F.A.C., Title 2 CFR Part 200, and the County's CDBG Procurement Policy. The RFP document for this project may be viewed and downloaded from the Hamilton County website at <https://www.hamiltoncounty.in.gov/1364/Community-Development-Block-Grants>, or on the Noblesville Housing Authority's website at <https://gonha.org/cdbg/>. Requests for additional information or clarification regarding the RFP must be submitted in writing to Michelle Westermeier at [michelle@gonha.org](mailto:michelle@gonha.org), on or before 2pm, December 15, 2023. No verbal requests will be honored.

Bidders must submit two (2) original full-color hardcopies of the proposal with all supporting documentation, as well as an electronic version of the entire proposal, addressed to:

CDBG Program Manager  
ATTN: RFP 23-CDBG-001  
Noblesville Housing Authority  
320 Kings Lane  
Noblesville, IN 46060

**Complete proposals MUST be received by NHA on or before 2pm (EST), January 4, 2024.** Any proposals not clearly marked or deemed to be incomplete at the time of opening, will be considered invalid. Upon review of all submitted and valid proposals, the Hamilton County Board of County Commissioners intends to award a contract to the bidder whose proposal is deemed most advantageous to the County, meeting the criteria outlined in this request, and subject to the negotiation of fair and reasonable compensation consistent with industry standards.

The Hamilton County Board of County Commissioners, through NHA as the managing agent, reserves the right to reject any and all proposals, and if an award is made, it will be made to the most responsive and responsible firm whose proposal indicates that the award will be in the best interest of the County. The County reserves the right to waive irregularities in any proposal. The County further certifies that it will not discriminate during the selection process on the basis of age, sex, familial status, race, national origin, or handicap status.

## **RESPONSE REQUIREMENTS**

### ***Introduction:***

The Noblesville Housing Authority, on behalf of the Hamilton County Board of Commissioners, is requesting proposals from qualified firms and consultants for Professional Services to develop the County's Five-year Consolidated Plan (PY 2024 through PY 2028), Analysis of Impediments, and an Annual Action Plan for PY24, for its Community Development Block Grant (CDBG) Program, as required by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan will include a review of past performance, an analysis of current conditions and community needs, identification of goals and objectives, a five year strategy, and an Annual Action Plan for the first year (PY 2024). The Analysis of Impediments to Fair Housing will include an examination of pertinent data and market issues, a review of prior and current activities, an evaluation of public policies and practices, and conclusions and recommendations for action. The specific requirements for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24, Section 91, ET. Seq. (24 CFR 91).

Hamilton County has been designated by HUD as an Urban County Entitlement Community, as it is located just north of Indianapolis and is part of the Indianapolis-Carmel Metropolitan Statistical Area (MSA). With this designation, each of the eight incorporated communities within the County has the option to opt-in or out of the federal CDBG funding program. These eight communities include the larger cities of Carmel, Fishers, Noblesville, and Westfield, as well as the smaller towns of Arcadia, Atlanta, Cicero, and Sheridan. Hamilton County continues to be the fastest growing county in the state. The County's population grew 30% between 2010 and 2022, from 274,569 to 356,650 people, according to Census Bureau data, with a median household income of \$98,173. Currently, the larger cities all participate in the County's CDBG program, receiving a calculated percentage of the total funds allotted to the County. Every three years, the County must requalify as an entitlement community, which also gives each of the cities and towns an opportunity to choose to participate in the funding program. The next requalification process will take place in 2025 and run through 2027.

### ***Scope of Services:***

The Consolidated Plan and Analysis of Impediments, covering the period of October 1, 2024 through September 30, 2029, must be approved by Hamilton County Commissioners and submitted to HUD no later than August 15, 2024. The project must be substantially underway within 45 days of contract execution. Preliminary drafts must be submitted to the CDBG Program Manager at regular intervals throughout the project timeframe, with a final draft submitted for review to the Noblesville Housing Authority no later than July 1, 2024. The scope of services must include:

- Collect and analyze data and supportive studies showing community make-up and need, including, but not limited to, population trends, household characteristics, housing and homeless services/needs, education attainment, and income characteristics. Data gathered will be utilized for both the 5-year Consolidated Plan as well and the Analysis of Impediments. Pertinent data is to be presented in graphic format;
- Additional data to collect and analyze, as it relates to the Analysis of Impediments, may include studies that relate to fair housing; a review of prior and current activities, including an assessment of agencies currently providing fair housing programs in the area; an examination of private market issues that relate to the sale or rental of housing, mortgage lending, property appraisal and property management;
- An evaluation of public policies and practices which affect the provision of fair housing including public services, planning and zoning laws and decisions, land use regulations, community

development policies and practices, and property tax policies, as they pertain to an Analysis of Impediments;

- Conclusions and recommendations for action, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables and measurable results;
- Conduct regular team meetings to provide updates on progress, discuss issues and concerns, ensure project remains on schedule;
- Draft the consolidated plan, analysis of impediments, and first year annual action plan, utilizing the HUD specified format, and including all necessary supportive documents and attachments;
- Conduct a minimum of three (3) public meetings to solicit public input on the details of the Plan;
- Identify local and regional service providers/stakeholders and conduct stakeholder interviews with those entities with a vested interest in affordable housing concerns and CDBG-funded projects or programs;
- Produce and conduct informative presentations for public meetings and final Commissioner review and approval;
- Work closely with CDBG Program Manager to submit all data, narratives, and support materials to HUD's Integrated Disbursement and Information System (IDIS);
- Provide a final, completed 5-year Consolidated Plan, Analysis of Impediments to Fair Housing, as well as the Annual Action Plan for PY24, with all maps, graphics, and other attachments, in electronic format and two (2) printed color copies, in binders with individual sections tabbed and all graphics in color.

The most recent Hamilton County Housing Needs Assessment was completed in 2022. This document will provide a substantial amount of information pertinent to the development of this plan. It can be found at the following website: <https://www.handincorporated.org/quantifying-the-need-and-recommending-solutions/>.

**Questions & Communications:**

All questions or requests for clarification regarding this RFP must be submitted in writing via email and directed to:

Michelle Westermeier  
CDBG Program Manager  
Noblesville Housing Authority  
michelle@gonha.org

All communication must be received no later than 2pm, December 15, 2023. Submitted questions and other requests will be compiled, answered, and disseminated to all bidders via email at least one week prior to the RFP response deadline.

**RFP Response Format:**

Bidders must submit a response which provides adequate detail for the following items:

- Cover letter signed by an authorized individual for the entity;
- Description of qualifications and capabilities to fulfill the Scope of Services, including a list of staff directly involved in the project and their qualifications, summarize past relevant projects which demonstrate the bidders ability to complete the Scope of Work;
- Timeline and technical approach to completing items from the Scope of Services;
- Cost breakdown with specific line items addressing specific aspects of the Scope of Services;

- WMBE status and applicable documentation;
- List of professional references, minimum of three (3).

Costs shall be firm for the term of the contract and shall be expressed as an hourly rate for a specified number of hours, and broken out by specific work products, as outlined in the Scope of Services. Proposals shall be enclosed and secured in an envelope/package properly marked on the outside of envelope/package and addressed to:

CDBG Program Manager  
ATTN: RFP 23-CDBG-001  
Noblesville Housing Authority  
320 Kings Lane  
Noblesville, IN 46060

Hand-delivered proposals should be delivered to the same above referenced address. **Proposals MUST be submitted no later than 2pm (EST), January 4, 2024**, to the CDBG Program Manager at the address stated above. Proposals received later than the 2pm deadline will be considered "LATE PROPOSALS" and shall not be accepted. *Bidders must submit two (2) full-color originals, including all attachments and support materials, plus an electronic copy of the proposal response.*

NHA, on behalf of the County Commissioners, reserves the right to reject all or part of any proposal and to negotiate the terms of the contract, including the award amount, with the selected bidder, prior to entering into a written agreement. If contract negotiations cannot be concluded successfully with the highest scoring bidder, NHA may negotiate a contract with the next highest scoring bidder. The length of contract period will begin as soon as the Notice to Proceed and contract of services is received.

***Evaluation:***

In evaluating the proposals, Hamilton County reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and award the contract to the bidder demonstrating the ability to best serve the interest of the County; and adopt any part or all of a proposal if it is judged in the best interests of the County.

During the review process, the review team shall have the right to request any other information or evidence which it deems necessary for evaluation of the proposal and relevant to any one or more of the stated evaluation factors. The failure of a bidder to promptly provide such requested information or evidence shall be sufficient grounds for determining the bidder to be non-responsive and for rejection of the proposal.

Hamilton County will evaluate each proposal based on the criteria outlined below. The review team will select the proposal which is deemed the most responsive and responsible and whose proposal is determined to be the most advantageous to the County, taking into consideration price and other evaluation factors set forth herein; however, the right is specifically reserved to reject any and all proposals. The review team shall be the sole judge of whether or not a proposal meets the requirements of this Request for Proposal.

| <b>Criteria</b>   | <b>Points Possible</b> |
|---|------------------------|
| <i>Demonstrated understanding of the full Scope of Work</i>   | 25                     |
| <i>Experience: Staff, applicable past projects, ability to meet deadlines, ability to conduct public meetings, navigation of governmental systems</i> | 25                     |
| <i>Reasonable timeline to accomplish all stated tasks</i>   | 10                     |
| <i>Cost reasonableness</i>  | 10                     |
| <i>Proposal completeness</i>  | 20                     |
| <i>References</i>   | 10                     |
| <b>Total Points</b>   | <b>100</b>             |

**Timeline:**

|                                      |                              |
|--------------------------------------|------------------------------|
| Request for Proposal Issued          | November 27, 2023            |
| Deadline for Questions on RFP        | December 15, 2023            |
| Completed Proposals Due              | January 4, 2024              |
| Notification of Selected Proposal    | January 15, 2024             |
| Contract Execution/Notice to Proceed | January 19, 2024             |
| Preliminary Draft to NHA             | July 1, 2024                 |
| 30-day Public Comment Period         | July 1 – 30, 2024            |
| Final Draft to Commissioners         | TBD – Second meeting of July |
| Completed Plan to HUD                | August 14, 2024              |