



**INDIANAPOLIS HOUSING AGENCY (IHA)
REQUEST FOR QUOTE (RFQ)**

**TAX CREDIT COMPLIANCE SERVICES FOR
L & R Housing, LP and TH & B, LP, and B & H Housing, LP**

GENERAL DESCRIPTION

The Indianapolis Housing Agency (IHA) owns and manages eleven (11) communities within Marion County, totaling approximately 1,800 units. IHA's mission is to provide safe, quality and affordable housing and encourages individual and family self-sufficiency. Four of its developments are located within the Regional Center (downtown) of Indianapolis, and serve elderly and disabled residents; the remaining developments serve families and are located in Center, Warren and Wayne Townships. The Agency is a quasi-governmental entity with its primary funding through HUD; it is operated independent of local government and governed by a separate board of commissioners.

Four of the eleven communities have just become Section 42 properties and will require tax credit compliance services. The communities are Blackburn Terrace 3091 N. Baltimore (243 units), Twin Hills Apartments 2210 E 36th Street (64 units), Laurelwood Apartments 3340 Teakwood Drive (135 units), Rowney Terrace 1353 S Riley Avenue (96 units), Beechwood Gardens, 2915 N. Graham Avenue and Hawthorne Place, 5244 E. 32nd Street. B & H Housing, LP has a combined 320 units. All of the units will stay public housing along with being Section 42 designated.

L&R Housing, LP, TH&B, LP, and B&H Housing, LP are soliciting responses to an RFQ from firms, or individuals that are qualified to provide tax credit compliance services. Minority, Women, Veteran and Disadvantaged Business Enterprises (MBE/WBE/VBE/DBE) are encouraged to respond.

A more detailed description of the work and other requirements, provisions, specifications and instructions to responders, contract forms, quote requirements, insurance, and other documents related to the project follows in this RFQ and deemed a part of this notice and are available on the IHA website at www.indyhousing.org (click on "Contracting Opportunities").

A contract will be required of the successful vendor. A sample contract is referenced at www.indyhousing.org (click on "Contracting Opportunities"). It is suggested that serious prospective contractors provide their legal counsel copies of contract documents.

MBE/WBE

It is the policy of IHA to encourage responses from MBE/WBE/DBE contractors. Contractors are also encouraged to use MBE/WBE/DBE supporting contractors in such fields as, but not limited to delivery and clerical services and other associated support.

IHA parallels the goals of the City of Indianapolis for MBE (15%), WBE (8%) and VBE (3%) participation.

A respondent proposing to register as an MBE/WBE/VBE or utilize an MBE/WBE/BE that has not been certified as such by the City of Indianapolis, Division of Minority & Women Business Development (DMWBD) shall submit a completed certification application for such MBE/WBE/VBE. The MBE/WBE/VBE must become certified by DMWBD to count toward attainment of the WBE/MBE/VBE goals for the project. Bidders must obtain copies of the certification from DMWBD at Suite 1260, City-County Building, 200 E. Washington Street, Indianapolis, IN 46204. The phone number is 317-327-5262; the fax number is 317-327-4482.

SECTION 3 POLICY

Prospective responders are advised that this project is a Section 3 covered project as described in 24 CFR 135. The omission of a Section 3 response will render the response to be non-responsive.

IHA's Section 3 Plan and Program and required forms are included on the IHA web site at www.indyhousing.org. Responders may comply with Section 3 by providing employment and/or training opportunities to residents of IHA public housing and/or other low-income persons in the performance of this contract.

If a respondent plans to comply with Section 3 by providing employment or training opportunities to residents of IHA public housing and/or other Section 3-eligible persons, provide information regarding any hiring/training the firm will be conducting including a description of the employment/training duties, work hours, and salaries. Responders are required to submit, with their proposals, their workforce requirements for performing proposed contract regardless of whether additional hiring will be done. If additional hiring will not be done, the responder must, to the greatest extent feasible and consistent with all applicable laws, provide training to Section 3-eligible persons. Firms claiming preference as a Section 3 business concern must provide proof of your firm's eligibility for preference as a Section 3 business concern. See 24 CFR Part 135.5 for definitions of Section 3 business concerns or contact Federal Office of Fair Housing and Economic Opportunity at 800-669-9777 for additional information. Firms claiming eligibility for Section 3 preference must also submit a Section 3 compliance strategy.

COMPLIANCE WITH E-VERIFY PROGRAM

Compliance with E-Verify Program. Pursuant to IC 22-5-1.7, CONTRACTOR shall enroll in and verify the work eligibility status of all newly hired employees of CONTRACTOR through the E-Verify Program ("Program"). CONTRACTOR is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer.

- CONTRACTOR and its Subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that CONTRACTOR or its Subcontractor subsequently learns is an unauthorized alien. If CONTRACTOR violates this section, OWNER shall require CONTRACTOR to remedy the violation not later than thirty (30) days after OWNER notifies CONTRACTOR. If CONTRACTOR fails to remedy the violation within the thirty (30) day period, OWNER shall terminate the contract for breach of contract. If OWNER terminates the contract, CONTRACTOR shall, in addition to any other contractual remedies, be liable to OWNER for actual damages. There is a rebuttable presumption that CONTRACTOR did not knowingly employ an unauthorized alien if CONTRACTOR verified the work eligibility status of the employee through the Program.
- If CONTRACTOR employs or contracts with an unauthorized alien but OWNER determines that terminating the contract would be detrimental to the public interest or public property, OWNER may allow the contract to remain in effect until OWNER procures a new contractor.
- CONTRACTOR shall, prior to performing any work, require each Subcontractor to certify to CONTRACTOR that the Subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. CONTRACTOR shall maintain on file a certification from each Subcontractor throughout the duration of the Project. If CONTRACTOR determines that a Subcontractor is in violation of this section, CONTRACTOR may terminate its contract with the Subcontractor for such violation. Such termination may not be considered a breach of contract by CONTRACTOR or the Subcontractor.

QUESTIONS

Questions shall be submitted in writing and e-mailed to :
Diane Padgett, Materials and Contract Manager, dpadget@indyhousing.org

Verbal questions will not receive a response. Questions and answers will be posted on IHA Website at www.indyhousing.org and select contracting opportunities.

Deadline for questions is 1 PM, local time, Friday, October 21, 2011. Questions received after this time will not receive a response.

QUALIFICATIONS OF RESPONDERS

Responders shall be of known reputation and shall have sufficient qualified personnel and equipment to perform adequately the prescribed service as per the specification. and shall submit evidence of qualifications to meet all requirements as stated herein.

The contractor shall ensure that employees must be thoroughly trained and qualified to perform the work assigned to them. The contractor and its personnel shall not represent themselves as employees of the IHA.

AS EVIDENCE OF QUALIFICATIONS, BIDDERS MUST SUBMIT THE FOLLOWING INFORMATION WITH THEIR QUOTE:

The number of years the firm has been providing tax credit compliance services, minimum of three (3) verifiable years experience.

Name(s) and contact telephone number(s) of management personnel.

Rate Schedule to include fees, profit and overhead. See Attachment B

INSURANCE

A certificate of current insurance is required with each quote. The successful bidder must be able to supply certificates of insurance for the following: Minimum of one million dollars general liability and one million dollars vehicular liability and statutory requirements for workers compensation.

SUBMITTALS

The following documents are posted on IHA's website at www.indyhousing.org and select contracting opportunities and must be completed and returned with quote:

Certificate of Non-collusive/Non-Identity of Interest Affidavit (website)

Certificate of Non-Organizational Conflict of Interest (website)

Certificate of Non-Segregated Facilities (website)

Affidavit of E-Verify Compliance (website)

Certificate of current insurance; (Contractor provided)

(3) Three References showing the names addresses and phone numbers of references that correspond to the work in this RFQ (Contractor provided).

Quote tab sheet (with RFQ & completed by contractor)

Section 3 Form (Either Intent to Employ or Contribution to Training Fund (Contractor provided; website)

Current Insurance (contractor provided)

HUD-5369-B Instructions to Offerors/Non-Construction Contract (Website)

HUD-5369-C; Certification of Offerors, Non-Construction Contract (website, to be completed by contractor)
MBE/WBE Certification (Contractor supplied if applicable)

The referenced forms and sample contract are posted on IHA's web-site at www.indyhousing.org, Contracting Opportunities.

Failure to return any of the aforementioned documents will result in the quote being declared non-responsive.

QUOTE DUE DATE & RESPONSES

RFQ responses will be accepted at the Executive Offices of IHA, Attn: Don Bievenueur, Materials & Contracts Manager, 1919 N. Meridian Street, Indianapolis, Indiana 46202-1303 **until 11:00 a.m. Local Time, Friday October 28, 2011. IHA is the sole determinant of timeliness.**

An original (marked as such) and three copies of the RFQ response must be submitted in a sealed envelope and marked: RFQ Tax Credit Compliance Services, Responder's name and address shall appear on the envelope or box. Email or faxed responses are not acceptable. Submissions on or after the deadline, 11:01 AM EST, will **NOT** be accepted.

All on-time quote responses will be opened publicly and read aloud. The successful contractor will also be announced on the IHA website under "Contracting Opportunities."

Award

Quote will be awarded to the most responsible and responsive contractor(s) and may be awarded to multiple contractors all to the benefit of IHA. IHA also reserves the right to discard all responses based on quantity and/or quality of responses and budgetary reasons and issue a re-quote.

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“ATTACHMENT A”

TAX CREDIT COMPLIANCE SERVICES

SCOPE OF WORK

Firm/Individual shall perform and carry out the duties listed below, in a satisfactory and professional manner.

1. Provide tenant qualification review for initial existing tenant certification
2. Provide tenant qualification review for new tenants
3. Provide tenant qualification for annual renewals
4. Provide on-going tenant file review for Section 42

Information for review will be sent by email from each property manager. A report from Firm/Individual will be sent by email outlining any deficiencies in the information along with corrective action to cure the defiance.

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**“ATTACHMENT B”
BID TAB SHEET**

This sheet is to be completed and submitted as part of response.

By submission of quote response, Firm/Individual certifies that they have the necessary, labor, materials and experience to provide the requested services. Response shall be priced complete with no extras.

Review of Initial tenant qualifications w/i 48 hours	_____	per household
Review of initial tenant qualification w/i 24 hours	_____	per household
Review of tenant re-certification documentation w/i 48 hrs	_____	per household
Review of tenant re-certification documentation w/i 24 hrs	_____	per household
Total Qualification Package (including obtaining verification)	_____	per household
On-going tenant file review	_____	per file
Compliance & Asset Manage Training & Consulting	_____	per hour
	_____	per month

Fee should include one follow-up review if additional items are needed.

Company Name: _____

Address: _____

Telephone Number: _____ Fax: _____

Email: _____ Cellular Number: _____

Name of person preparing quote: _____

Signature of person preparing quote: _____ Date: _____

END OF RFQ DOCUMENT