



**REQUEST FOR QUALIFICATIONS**

**for**

**Analysis of Housing Supply and Demand**

**for**

**West Central Indiana Region**

**Clay, Montgomery, Parke, Putnam, Sullivan, Vermillion  
and Vigo Counties, Indiana**

**THRIVE WEST CENTRAL  
2800 Poplar Street, Suite 9A  
Terre Haute, Indiana 47803  
812-238-1561**

<https://thrivewestcentral.com/rfq>

**ISSUE DATE: 12/30/2022**

**RESPONSE DEADLINE: 1/31/2023 @ 2 pm ET (Eastern Time)**

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## PART 1 SCOPE OF THIS REQUEST

### 1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)

Thrive West Central is seeking to select a contractor to conduct a third-party, regional (*residential market*) analysis of the supply and demand of a variety of housing options, as more thoroughly described in Section 4 of Part 1 of this RFQ below.

### 2. ABOUT THRIVE WEST CENTRAL

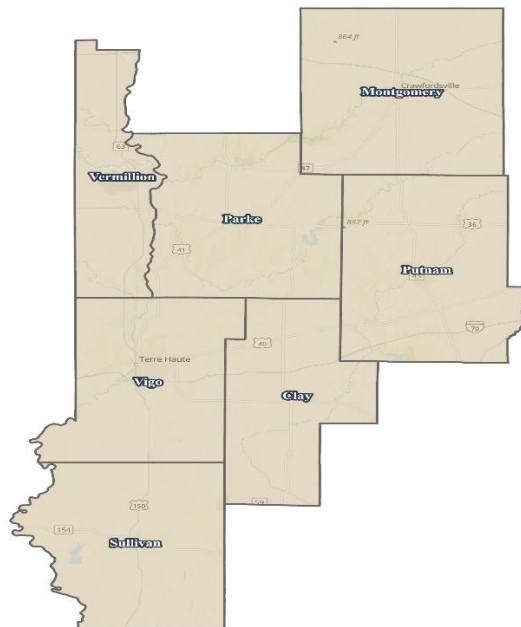
**Mission:** Thrive is an innovative regional driver dedicated to enhancing community assets while improving the overall quality of life in West Central Indiana through problem-solving, quality service, and collaborative partnerships.

For more information, visit [thrivewestcentral.com](http://thrivewestcentral.com)

### 3. BACKGROUND

Thrive West Central is committed to increasing home and community-based services in Indiana to enable all Hoosiers to thrive in their chosen settings.

To inform this work, Thrive is interested in understanding the current and projected demand (*market potential*) for housing in communities throughout the West Central region. The counties in West Central Indiana consist of Clay, Montgomery, Parke, Putnam, Sullivan, Vermillion, and Vigo.



Thrive seeks to understand the current and projected housing market in West Central Indiana, including the supply and demand of housing and obstacles to the development of additional housing necessary to fill the housing gap in local markets.

### 4. SCOPE OF SERVICES

Thrive is seeking a qualified contractor to conduct a third-party, region-wide analysis of the supply

and demand of the housing stock and the market potential for new and existing housing units within the region. The analysis will include the following:

- Migration and mobility analysis addressing –
  - Where does the potential market for new housing in the region currently live?
  - From where will the potential renters and buyers of new and existing housing units in the region likely move?
  - How many households have the potential to move within or into the region over the next five years?
- Geo-demographic segmentation addressing -
  - Who are the households representing the potential market for new and existing housing units inside and outside the region?
  - Who are the potential renters and buyers of new housing in the region?
  - What are their housing preferences?
  - What are the financial capabilities of the target households?
- Market potential
  - What is the market currently able to pay to rent or purchase new dwelling units in the region?
- Optimum market position
- Data to cover –
  - Average Annual Market Potential for New and Existing Housing Units
  - Annual Market Potential by Lifestage and Income Range
  - Target Groups for New Multi-Family For-Rent
  - Target Groups for New Multi-Family For-Sale
  - Target Groups for New Single-Family Attached For-Sale
  - Target Groups for New Single-Family Detached For-Sale
  - Income-Based Rents and Prices
  - Absorption Forecasts

This report should include a breakdown of the regional total on a county-by-county basis and the methodology used to determine the county-by-county unit counts. In addition, include a cost for each member county to have its own county-specific analysis report, which will ultimately be the driving force behind a housing production system.

The final report must also include a narrative identifying the following:

- Emerging trends, market, and demographic shifts, etc., that will likely impact supply and demand for housing options over the next five to ten years; and
- Obstacles to developing sufficient housing to meet the projected demand.

The selected respondent will enter into a professional services contract with Thrive and must provide, at a minimum, the following contract deliverables:

- Submission of a draft report for review by Thrive,
- Submission of a final report to Thrive, and
- In-person presentation of a final report to Thrive

## 5. RFQ TIMELINE

December 30, 2022	RFQ released
January 31, 2023	Responses are due to Thrive by 2 pm Eastern Time
February 15, 2023	Announcement of the selected respondent on or before

## **PART 2 RFQ PROCESS**

### **1. SELECTION PROCESS**

Thrive will complete the evaluation of all responses. The respondent must be responsive and responsible, as described in Sections 2 and 4 below. The selection of a respondent is at the sole discretion of Thrive.

### **2. MINIMUM REQUIREMENTS**

The respondent must submit a complete statement of qualifications that addresses all the relevant questions enumerated in Section 3 of part 2 of this RFQ and includes the submission of all items enumerated in Section 5 of part 2 of this RFQ.

### **3. STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

The following will be Thrive's primary consideration in the selection process:

1. Complete and Compliant Statement of Qualifications: The respondent must document compliance with the submission requirements of this RFQ, including the cover letter and certification form at the end of this document.
2. The Proposed Timeline: The respondent must submit a narrative (not to exceed two pages) identifying the proposed timeline for implementation and completion of the analysis. The timeline must include benchmarks and identified opportunities for check-in and feedback with Thrive.
3. The Capacity of the Respondent: The respondent must submit the following items to demonstrate organizational capacity.
  - a. Narrative summary (not to exceed 1 page) of the respondent's mission and purpose
  - b. Narrative summary (not to exceed 1 page) identifying key personnel that will conduct the analysis
  - c. Resume for each key staff member (optional)
4. The Respondent's Experience: The respondent must submit a narrative (not to exceed five pages) summarizing their experience conducting similar research and analysis. The narrative may include up to three references that will be utilized.

In addition to the narrative, the respondent must attach a sample final report from a previously completed project to demonstrate a comparative work product.

5. Methodology: The Respondents must submit a narrative (not to exceed seven pages) summarizing their proposed methodology for conducting the analysis. The methodology must include an identification of proposed data sources to be used and a summary of the action steps to be completed by the respondent to complete the study.

### **4. RESPONSIBLE RESPONDENT REQUIREMENTS**

Thrive shall not award any contract until the selected respondent has been determined to be responsible. A responsible respondent must:

- a. Have adequate financial resources to perform the project or the ability to obtain them;

- b. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the respondent's existing commercial and governmental business commitments;
- c. Have a satisfactory record of integrity and business ethics;
- d. Have the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them;
- e. Have the necessary production and technical equipment with facilities or the ability to obtain them;
- f. Have supplied all requested information;

## 5. RFQ SUBMISSION ITEMS

Required documentation:

- The respondent must submit documentation in response to all evaluation criteria requirements described more fully in Section 3 of Part 2 of this RFQ, titled "Statement of Qualification Evaluation Criteria." Therefore, the Respondent must carefully review Section 3 of Part 2 of this RFQ before submitting its responses.
- Qualifications Coversheet and the Certification of Respondent, located at the end of this RFQ document.

## 6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email to the contact listed below. All documents must be submitted in PDF format only.

**Ryan Keller**  
**Thrive West Central**  
**Executive Director**  
Submit at: <https://thrivewestcentral.com/rfq>

**The deadline for submission is January 31, 2023, at 2 pm Eastern Time.**

Applications containing only some of the required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

## PART 3 TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

- A. This RFQ is a request for the submission of qualifications but is not an offer and shall under no circumstances be construed as an offer.
- B. THRIVE expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. THRIVE reserves the right to reject and not consider any respondents that do not meet the requirements of this RFQ, including incomplete qualifications or qualifications offering alternate or non-requested services.
- D. THRIVE reserves the right to reject any or all companies, waive any informality in the RFQ process, or terminate the RFQ process at any time if deemed in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, THRIVE may, in addition to any other rights or remedies available at law

or in equity, commence negotiations with another person or entity.

- F. In no event shall any obligations of any kind be enforceable against THRIVE unless and until a written agreement is entered.
- G. The Respondent agrees to bear all costs and expenses of its response. There shall be no reimbursement for any costs and expenses relating to preparing responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. THRIVE reserves the right not to award a contract under the RFQ.
- J. All items become the property of THRIVE upon submission and will not be returned to the Respondent.
- K. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.

**THRIVE WEST CENTRAL  
REQUEST FOR QUALIFICATIONS  
ANALYSIS OF HOUSING SUPPLY AND DEMAND FOR WEST CENTRAL INDIANA**

**QUALIFICATION COVER SHEET**

Name of Individual,  
Firm or Business:

Address:

Phone Number:  
Fax Number:  
Web Site Address:

**QUALIFICATION**  
Contact Person:

Title:  
Email Address:  
Phone:

Contract Signatory  
Authority:

Title:



**THRIVE WEST CENTRAL  
REQUEST FOR QUALIFICATIONS  
ANALYSIS OF HOUSING SUPPLY AND DEMAND FOR WEST CENTRAL INDIANA**

**CERTIFICATION OF RESPONDENT**

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFP and agree to abide by the terms and conditions contained herein.

I \_\_\_\_\_ am the \_\_\_\_\_ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Firm name: \_\_\_\_\_