



REQUEST FOR STATEMENT OF QUALIFICATIONS

Thrive West Central seeks to hire a housing consultant to assist our team in various housing initiatives throughout the West Central Indiana region. The consultant will work with various stakeholders and our team to advance overall housing initiatives through a 12–18-month period. Specific tasks are listed below.

SCOPE OF SERVICES

TASK 1: Housing Initiatives

- a. The Consultant will review relevant existing documentation and plans, studies, efforts, organizations, and programs relevant to the housing market throughout West Central Indiana.
- b. The Consultant will identify sources of funding for technical assistance for housing and other related programs included in the current housing initiatives.
- c. The Consultant will review programs to identify redundancy, coordination, and collaboration across multiple agency efforts.
- d. The Consultant will assist Thrive West Central in serving as the region’s centralized Housing Hub.

Deliverable: The Consultant will review and assist Thrive West Central in developing a centralized Housing Hub model as defined in Task 1.

TASK 2: Demographic, Geographic, and Economic Data

- a. The Consultant will review our local and regional market analyses and synthesize this information into local and regional strategies/programs to advance housing.
- b. The Consultant will examine poverty, homelessness, sensitive populations, the elderly and disabled population, migratory populations, and underserved populations alongside the Thrive West Central team and identify opportunities to pursue.

Deliverable: The Consultant will examine local and regional demographic, geographic, and economic data to recommend opportunities and initiatives to create a well-rounded housing strategy as defined in Task 2.

TASK 3: Develop Implementation Strategies and Recommendations

- a. The Consultant will develop recommendations for specific types, rates, and other housing needs based on the local and regional market analysis reports. This shall be specific for each municipality where appropriate.
 1. The recommendations will be specific enough to assist our region with recommendations to combat the deterioration of the older housing stock.
 2. The recommendations will include strategies to increase housing affordability and housing choices by considering job opportunities, education, strategies for employers, economic growth, and access to services.



- b. The Consultant will assist Thrive West Central in identifying sources of funding (federal, state, local and private resources) for technical assistance for housing and other related programs included in the current housing initiatives.
- c. The Consultant will assist Thrive West Central in developing an internal housing team as well as an appropriate funding mechanism for long-term sustainability

Deliverable: The Consultant will assist Thrive West Central in the creation of a matrix with strategies for implementation, identifying specific organizations with the capacity to implement action steps, and creating a small team to assist communities from a regional level, as indicated in Task 3 and subsequent tasks.

STATEMENT OF QUALIFICATIONS

Proposals shall include the following information:

1. Title Page

List the RFQ subject, the name of the firm, the address, the telephone number, the name of the contact person, and the date.

2. Letter of Transmittal

Make a positive commitment to perform the required work within the time period. Also, provide the name(s) of the person(s) who will be authorized to represent the firm, their title, and telephone number.

3. Qualifications

- a. Name, address, and telephone number of the firm's owners, and full information about the corporate structure of the submitting firm.
- b. Location of the firm's primary place of business for legal purposes and any subsidiary offices, years of business, and types of services offered.

4. Curriculum vitae of principal associates and key personnel proposed to have primary responsibility for the project.

5. Current and projected workload, including a list of all projects contracted for or anticipated.

6. Approach

Indicate your understanding of the scope of work by describing your firm's approach, including specific illustrations of the procedures to be followed. Tell us about your firm's experience, background, staff capabilities, and examples of work, where your work will take place and why Thrive West Central should hire your firm.

7. Project History and References

- a. Provide project history for two (2) to three (3) projects from the consultant which meets the minimum qualification requirements. These projects will be considered in evaluating the qualifications. The information must include:



- i. Project name and location
Name, address and telephone number for project owner, owner's project manager and/or owner's contact person on the project.
- ii. Description of the project including:
 1. Type of project
 2. Initial project budget
 3. Initial project schedule
 4. Outcomes of project

EVALUATION

Thrive West Central will review and evaluate qualifications based on the following factors:

1. Ability to meet the purpose and intent of the defined goals/deliverables
2. Experience with similar projects and experience of personnel assigned to this initiative
3. Overall housing experience, knowledge of the topic, and market
4. Quality and completeness of past projects
5. Ability to complete all tasks within the allotted time
6. Proposal is in the best interest of Thrive West Central and our regional initiatives

TIMELINE

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| 1. March 13, 2023 | RFQ released |
| 2. April 3, 2023 | Responses are due to Thrive by 4 pm Eastern Time |
| 3. April 28, 2023 | Announcement of the selected respondent on or before |

Electronic qualifications should be submitted to Thrive West Centrals' RFQ submission page <http://thrivewestcentral.com/rfp/> by Friday, April 3, 2023, at 4 pm ET. The title of the proposal should be "RFQ-Housing-Consulant-3-24-23-YOUR FIRM NAME".