RFQ FOR HUD and IDIS CONSULTANT

THE CITY OF HAMMOND, INDIANA, DEPARTMENT OF PLANNING AND DEVELOPMENT hereby requests the submission of Statement of Qualifications from firms and/or individuals to serve as Housing and Urban Development (HUD) and an Integrated Disbursement Information System (IDIS) and Consultant to the Redevelopment Commission.

The Scope of Services to be performed by the successful applicant(s) under a one (1) year contract includes: Problem Training, Project Setup and Project Completion, includes assisting with construction, demolition, and third-party contacts. As well as assist with preparing annual action planning, semi-annual progress reports, and quarterly HUD reports.

Proposals shall include:

> Past experience and knowledge of Federal Regulations Knowledge of Equal Employment Opportunity (EEO), Section 3 Requirements, Minority and Female Business Utilization Planning, Davis-Bacon Act, Contracting and Procurement regulation procedures, Affirmatively Furthering Fair Housing Laws and all HUD reporting requirements.
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> Proposed staffing for the work including hourly rate fee schedule
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> Firms past experience with IDIS
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> (3) References

Selection of consultant by the Redevelopment Commission is not based on competitive bidding but on the firm's professional qualifications, experience and expertise of key personnel to be assigned to the project.

Hammond residents preferred. Further information is available from Owana J. Miller, Community Development Director (219) 853-6358 ext. #2. Submit **five (5) copies** of Statement of Qualifications with a fee schedule for the above services, **sealed and clearly endorsed** as **"HUD and IDIS CONSULTANT"** by 4:00 local time on October 17th, 2023 to the Redevelopment Commission c/o Department of Planning and Development, 5925 Calumet Avenue, Suite #315, Hammond, IN 46320.

The City of Hammond is an EQUAL OPPORTUNITY EMPLOYER.

By order of the Hammond Redevelopment Commission this 19th, day of September 2023.

Tony Hauprich, President
Hammond Redevelopment Commission