

## Southeast Neighborhood Development

### Request for Qualifications Surveyor



#### INTRODUCTION

Southeast Neighborhood Development (SEND) is seeking qualifications from Surveyors to perform services on properties on the near southeast side of Indianapolis. This program is part of the Housing and Economic Recovery Act of 2008 (HERA), Neighborhood Stabilization Program (NSP).

#### SUMMARY AND BACKGROUND

SEND is a non-profit community development corporation, which has served the southeast side of Indianapolis for the past twenty-five years. Created by residents, SEND's mission is to revitalize the neighborhood and enhance the quality-of-life for its diverse population by creating and maintaining quality affordable housing. For more information on SEND, please visit our website: [www.sendcdc.org](http://www.sendcdc.org).

#### REQUEST FOR QUALIFICATIONS

SEND is seeking qualifications from Surveyors for residential properties on the southeast side of Indianapolis. Surveyors are responsible for working closely with SEND staff on all projects. Chosen surveyors will be placed on a list and offered work on specific projects as they become available.

#### QUESTIONS & ANSWERS

**SEND will not respond to individual inquiries. Do not contact SEND staff with questions regarding this RFQ or related projects.** All questions / inquiries regarding and related to this RFQ and SEND projects will be answered during a one hour **questions and answers session on Tuesday, January 26 at 11:00 AM in the SEND Office** (1030 Orange St. Indianapolis, IN 46203). The session will end promptly at 11:55 AM. All questions and answers discussed during the session will be posted on SEND's website [www.sendcdc.org](http://www.sendcdc.org) and made available for pickup at the front desk on January 28.

#### QUALIFICATIONS DUE DATE

Qualifications are due **Monday, February 1, 2010 at 5:00 PM**. Please address all qualifications to:

**Bryan Conn, Housing Programs Manager  
SEND  
1030 Orange St.  
Indianapolis, IN 46203**

E-mail submittals are acceptable: [bryan@sendcdc.org](mailto:bryan@sendcdc.org) (questions directed to this email address will **NOT** be answered).

**SELECTION CRITERIA, FORMAT AND SCORING**

Each submittal will be considered and scored based on the information provided for each section as outlined below. All qualifications must be organized in the following format and contain all of the following information (**incomplete and / or unorganized submittals will not be considered**):

**I. Required Documents**

- a. Indiana Surveyor’s license
- b. Proof of insurance
  - i. Professional Liability
  - ii. Worker’s compensation

**II. Qualifications & Experience ----- 40 points**

- a. Resumes of personnel
- b. Examples of 3 residential surveying projects
- c. 3 references

**III. Project Approach ----- 30 points**

- a. Description of your approach to surveying
- b. Quality control measures
- c. Dispute resolution process
- d. How will you maintain the schedule and meet production?

**IV. Capacity ----- 10 points**

- a. How many surveying projects can you assume at one time?
- b. Your average duration for preparing a survey for a single-family lot?
- d. Provide current financial statements, letters of credit, or other proof of financial capacity

**V. Cost ----- 20 points**

- a. Cost for preparing a survey for a standard single-family residential property
- b. Cost for other surveying services provided by your firm