

**Request For Qualifications
Jacobsville Redevelopment Plan Update
Issued by the City of Evansville, IN**

February 22, 2023

Table of Contents

Page | 1

Introduction	2
Proposed Budget	3
Geography	3
Data	3
Redevelopment Plan Elements	4-5
Project Scope	6
Submission Requirements	7
Selection Process	8
Public Disclosure	8
Terms and Conditions / Right to Reject	8
Addenda	9
Insurance Requirements	9
Additional Information	10
E-Verify and Indiana Legal Employment Declaration	11
Appendix A	12
Appendix B	13

The City of Evansville, Indiana, through its Redevelopment Commission, seeks to create a new and updated, innovative sustainable re-use plan for the continued redevelopment of the Jacobsville Redevelopment Area. The City has made preliminary decisions to move forward with funding for an update to the plan, and now desires to solicit Statements of Qualifications from urban planning and design firms interested in partnering with the City to accomplish the project. This Request for Qualifications (RFQ) contains questions regarding qualifications, experience and interest relevant to this project and instructions on response and submittal. All submissions must be received no later than **April 24, 2023, 3:30 pm** at the Department of Metropolitan Development, 306 Civic Center Complex, 1 N.W. Martin Luther King, Jr. Blvd 47708. Fifteen (15) copies of submissions are required plus one complete proposal in a PDF format on a flash drive. Please place proposals in a sealed envelope or box clearly labeled “**Jacobsville Redevelopment Plan Update**” and send to:

Beth Purtzer
Senior Project Manager
Department of Metropolitan Development
306 Civic Center Complex
1 N.W. Martin Luther King, Jr. Blvd.
Evansville, IN 47708-1869

Introduction

The Jacobsville Neighborhood was originally platted in 1852 by Mrs. Hannah Jacobs, hence the name “Jacobsville.” Originally, Mrs. Jacobs intended on the area being an independent village with all the amenities of a small town. She hoped the area would remain a residential enclave with some supportive businesses. As the city grew this area eventually became a nearby suburb of Evansville and eventually a piece of the urban core of the city. The area was platted using a gridded street pattern with small lot development, consistent with many other early urban subdivisions. These characteristics remain the same today as they were originally platted. Certain characteristics of the neighborhood have changed as some areas have converted to industrial and commercial uses but much of the land use is dominated by single family residential and small retail outlets. There are several commercial streets in the area such as Franklin Street and 1st Avenue, with North Main Street being the main commercial corridor of the redevelopment area.

The Jacobsville Area Community Corporation (JACC) was formed in 2002 with a 15-member board to oversee the revitalization of the Jacobsville neighborhood. Early years focused on cleanup of the EPA Superfund site, but in 2010, JACC was ready to proactively pursue revitalization of the neighborhood. A Quality of Life Plan was rolled out in June 2013, a Redevelopment Plan was approved by the City in January 2014, and a strategic planning session held by JACC in April 2014. In 2018, ECHO Housing provided for an Indiana Main Street application to be prepared, but not submitted, and in 2020 the City of Evansville renewed Jacobsville Neighborhood Revitalization Strategy Area with HUD. This work plan builds on those documents and provides guidance for JACC to mobilize community resources over the next 10 years. The Northside Business Association (NBIA), the Jacobsville Neighborhood Improvement Association (JNIA) and the JACC Board have joined together to form the Jacobsville Marketing Association (JMC) which is creating a new temporary marketing position for the area.

The City of Evansville has five free public WiFi locations within its urban core. One site is located within the Jacobsville neighborhood at the corner of North Main Street and Morgan Avenue with roof top access points atop the Dream Center. The site is powered by 1,000 GB and is available 24/7 within approximately 300 yards of the exterior of the building. In the first year of operations, 2022, the site had approximately 5,000 clients. The site has been fully funded through 2023 and will be reviewed in coming months for possible expansion to other sites within the neighborhood.

Redevelopment in the neighborhood has been complicated not only by urban flight but by designation of the area as a Superfund site by the U.S. Environmental Protection Agency in 2004. The designation provided federal funds to test residential properties in the Jacobsville neighborhood and subsequently cleanup yards with elevated levels of lead and arsenic. By October 2022, more than 6,000 properties in the Superfund area have been sampled with 3,900 cleaned. Another 500-1,000 properties were to be sampled by the end of 2022, with 110 scheduled for clean up in 2023.

In 1994, a small portion of the Jacobsville neighborhood was declared a redevelopment area by the Evansville Redevelopment Commission and a TIF district was put into place. A master plan was adopted for the area and was subsequently updated in 2003 and again in 2013. Since the original document was developed and updated, the area has experienced changes in the development patterns suggested in each version of the earlier plans. Also, the redevelopment area has been amended to include the entire North Main Street commercial as well as extend it from the current boundary of First Ave, from Virginia to Division, and to the Pigeon Creek boundary, as these areas are in need of redevelopment. It is recommended the update includes the area encompassed by the boundaries of the Jacobsville Neighborhood. (see maps-**Appendix B**)

Proposed Budget

The City of Evansville has announced the allocation of funds to create a new master plan for the Jacobsville Redevelopment Area. It is expected that the plan will be comprehensive in nature. The Jacobsville Area Community Corporation (JACC) executive committee and the Jacobsville Neighborhood Association is striving to create a sustainable neighborhood by actively addressing economic development, quality of life and housing choices. The City of Evansville anticipates a budget for the updated plan to be approximately \$80,000 to \$150,000.

Geography

For planning purposes, the geographical area of Jacobsville is from the Lloyd Expressway on the south to Diamond Avenue on the north and from North Garvin Street on the east to First Avenue on the west. Census Tracts 20 and 25 constitute the majority of the area with small portions of Census Tract 19 to the west and Census Tract 21 to the east.

The Jacobsville TIF (Tax Increment Financing) district includes from Lloyd Expressway on the south to Maryland St on the north and from Heidelbach on the east to First Avenue on the west. The redevelopment area has been amended to include the entire North Main Street commercial as well as extend it from the current boundary of First Ave, from Virginia to Division, and to the Pigeon Creek boundary. Both sides of N. Main Street are included up to and including Bosse Field. (see **maps-Appendix B**)

Data

Annually, the City of Evansville provides for a Housing Analysis supported with data from the American Community Survey (ACS). Within the 2022 Housing Analysis, the Jacobsville Redevelopment Area is addressed separately with the following conclusions from 2015-2019 ACS data:

- Total population estimated for 2021 is 4,878, which continues to decline, but the rate is expected to slow in the next five years; reflecting a more stabilized neighborhood.
- Households within nearly all age groups under 65 will decline, while older households will increase.
- Nearly two-thirds (64.3%) of all households are projected to have income under \$40,000 in 2026 with 51% having less than \$30,000
- Approximately 1,900 people or 34.7% of the total population live in poverty (City is 21.6%).
- Approximately 1,300 people or 23.6% of the total population have a disability with 355/53.8% of those over 65 being disabled.
- For renters:
 - 3.5% live in substandard units (lacks complete indoor plumbing or is overcrowded)
 - 69.2% live in units built prior to 1970
 - 67.2% live in units with 4 or fewer units
 - 54.3% pay more than 30% of their annual income toward rent
 - Nine multifamily units with a total of 327 units were contacted & show occupancy of 99.1%
 - With waiting lists potentially taking years, there is pent up demand
- For homeowners:
 - 94.5% of homes were built prior to 1970
 - Median list price is \$54,900
 - The age & condition of the homes suggests that at even with low median housing costs, few low-income families could afford to buy when factoring in improvement need & cost

Redevelopment Plan Elements

The goal of this Plan Update is to create a document that will continue to create a universally accepted vision to guide the growth, re-use and sustainability of the community by improving the stability, physical condition and economic well being of the redevelopment area for the next ten (10) years. Thus, making the Jacobsville Neighborhood a more inviting, pleasant, walkable, livable and sustainable community of choice. Based on these goals, the JACC Board – a diverse group of volunteers – in consultation with the City’s Department of Metropolitan Development will work with the chosen consultant to help guide development of the plan.

The following is a list of redevelopment plan elements that will form much of the foundation of the Plan Update. The consultant may suggest additional elements as part of the RFQ response. The consultant shall be responsible for including how each of the following will be addressed and/or accomplished in the Plan Update.

Potential Components

- Community Profile and Demographics
- Sustainability and the Environment
- Built Environment and Urban Design
- Economic Development and Jobs
- Implications of Lead Superfund Designation
- Neighborhood Preservation and Enhancement
- Expanded and Rehabilitated Housing
- Transportation and Mobility
- Culture, Art and Historic Resources
- Community Services, Facilities, and Institutions
- Public Safety
- Land Use
- Environmental Justice
- Parks and Open Space
- Infrastructure
- Goals, Recommendations, and Strategies
- Implementation and Update Plan

The City has additional development and recreational plans that should complement the redevelopment plan and should, therefore, be considered as potential supplemental plan elements as they relate to the overall goals associated with the Jacobsville Redevelopment Area Plan. These plans are:

- Evansville Regional Sustainability Plan (36 month timeframe)
- Complete Streets Guidelines
- Bike / Pedestrian Master Plan
- Pigeon Creek Greenway Master Plan
- 5-Year Parks Master Plan

To accomplish this goal, the City is looking for the process, content, and structure of the Plan Update that achieves the following:

- Builds upon previous and current plans while identifying areas of improvement.
- Incorporates and promotes the principles of smart growth and sustainability.
- Identifies how to facilitate better connections within the community, complements the current efforts of citizens, neighborhoods, businesses and other stakeholders and ensures that the most is made of their resources and energy.
- Provides a solid foundation for the continued redevelopment and revitalization of the redevelopment area and surrounding neighborhoods.
- Develops a plan that incorporates changes needed to become a sustainable neighborhood in the short and long term.
- Suggests innovative implementation and fiscal approaches to ensure successful execution of the policies and programs outlined in the Plan Update.
- Promotes participation by all segments of the community by offering a wide range of communication tools including press releases, public displays, surveys, and interactive web-based apps.
- Takes advantage of new and existing technologies to make it easy for the public to access information and incorporates all information available in the City's databases and GIS systems to achieve maximum return on the City's investment in the consultant's work.
- Minimizes cost and waste by making information easily and efficiently available, by providing electronic and printed copies at the local library, city government offices, and other publicly accessible outlets.

Demonstrated expertise and experience in one or more of the following areas is highly desirable:

- Experience with the principles of new urbanism, revitalization of older urban areas, form-based codes, green building and infrastructure, and sustainability;
- Urban design, architecture and master planning, including project management and coordination of sub-consultants;
- Transportation and multi-modal planning, including transit-oriented development, bicycle and pedestrian access, shared parking implementation and Transportation Demand Management strategies;
- Economic feasibility and market demand analysis, including consideration of affordable and workforce housing, small business development, and "community benefits";
- Experience with charrettes and dynamic planning;
- Experience engaging local and area stakeholders in a planning process;
- Experience utilizing creative methods to generate public interest and involvement from diverse constituents in the planning process; and
- Implementation, phasing and funding strategies.

Project Scope

The consultant will take a lead role in all public forums, workshops, meetings, and hearings. Consultants may contract with sub-consultants on the Plan Update, but a lead consultant must be identified and must take responsibility of all deliverables. Sub-consultants must be identified in the RFQ.

City staff will be available to the consultant in a supporting role during the entire process. The Executive Director and/or the Senior Project Manager of the Department of Metropolitan Development shall be the main consultant liaison for the City.

Page | 6

Following is a list of expected tasks of the consultant to be detailed in the final contract with the selected consultant.

1. Initial meeting with the City Redevelopment Staff to review and refine the project scope and schedule, as well as schedule initial meetings and begin the process of data compilation.
2. Obtain and review existing plans, maps and other documents relevant to the project.
3. Meet with the JACC Board, NSBA, JNIA and the JMC to get relevant input and to solicit their ideas and thoughts and to provide them regular updates.
4. Conduct meetings with key elected officials and stakeholders.
5. Conduct periodic review meetings (either in person, via conference calls or virtual electronic meeting programs) with the City's Department of Metropolitan Development to discuss project status.
6. Plan and manage extensive and diverse public participation processes, including, but not limited to: public meetings, charrettes, informational brochures, website materials, and other outreach mechanisms.
7. Provide materials to City Redevelopment Staff for a website that provides information on the Plan Update process and provides draft documents, maps and other useful information to the public.
8. Conduct public meetings and topic-specific focus groups as necessary.
9. Create material for the public meetings and media venues to inform and educate the public on the Plan Update.
10. Consultant will be responsible for the production of GIS maps and materials; City Staff will provide supporting information as requested.
11. Develop goals, objectives, implementation strategies, as well as benchmarks to measure implementation progress of the updated Plan Update.
12. Analyze the consistency of current City ordinances and policies in relation to the goals and objectives developed through this planning process and create an implementation program.
13. Draft elements are to be completed and submitted to the City for review, comment, and approval individually based upon a schedule developed at the beginning of the planning process.
14. Make periodic reports to the Redevelopment Commission, JACC Board, the City Council, and various other city committees as requested by the Executive Director and/or the Senior Project Manager of the Department of Metropolitan Development.
15. Prepare a "Public Draft" of the Updated Plan, complete with any necessary supporting documentation, and present the draft to the Redevelopment Commission, JACC Board, City Council, and other city committees and boards as necessary to accomplish formal adoption of the Plan Update.
16. Prepare a "Final Draft" document and conduct a final presentation at public hearings and all associated meetings to secure adoption of the Plan Update.

Submission Requirements

The submission must be organized in the following sections:

1. **Title Sheet:** The title sheet must provide the name of lead consultant and name(s) of the sub-consultant(s) with the name of the prime contact clearly identified.
2. **Letter of Intent:** Describe your interest in this project and your understanding of the scope of work. Describe the roles and responsibilities of the lead consultant as well as any sub-consultants. (No more than three (3) pages in length).
3. **Lead Consultant Experience:** Briefly describe other projects you managed using interdisciplinary teams that demonstrate relevant experience. List all public sector clients for whom you performed similar work in the past five years. For each project mentioned, provide a reference and phone number we can contact regarding your performance. Provide resumes of key personnel (no more than one-page in length) who will be assigned to this project. Document the experience of assigned staff in working on and completing comprehensive plans. Provide information/documentation as to the status of implementation of previously developed comprehensive plans. Document consultant experience developing redevelopment or neighborhood plans in small to mid-sized cities similar to Evansville in terms of scale, demographics, location, and history.
4. **Sub-consultant Experience:** Provide information for each firm included in the team. Provide the names, titles and qualifications of individuals who will be assigned to the project. Discuss the experiences of team members on the example projects referred to above. Provide resumes of key personnel (no more than one-page in length) who will be assigned to this project.
5. **Project Approach:** Describe the key tasks you believe should be accomplished to complete the project and how you propose to execute them. Share your perspective on unique aspects of the project and possible alternative approaches for the City of Evansville and JACC to consider. Particularly address your proposed philosophy and approach used to involve diverse perspectives and stakeholders, particularly from low-income neighborhoods and business owners in the planning process (no more than ten (10) pages in length).
6. **Project Schedule and Budget:** Describe your availability to provide the resources needed within a one-year timeframe and your estimate of compensation for your services. Relate how your expertise and experience with similar projects will enable you to effectively complete the project in terms of time and cost.
7. **List of Minority and Women Business Enterprise Utilization:**
If your firm is certified with the State of Indiana or any other state, please include certification documentation. The City of Evansville formally adopted a Minority and Women Business Utilization Plan illustrating a commitment to achieving significant utilization of Minority and Women Business Enterprises (M/WBE) in the community's purchasing efforts. Goals have been established to provide an atmosphere of equal opportunity for all vendors and to prohibit discrimination in all aspects of public operations including the purchasing of products, services and public works contracts. (See City of Evansville Municipal Code 3.90.110-180)
8. **Submission Format:** Submit fifteen (15) hard copies of complete submission as well as a flash drive with the full submission in PDF and Microsoft Word formats. Document size on digital copy shall be no larger than 11 X 17 when printed. Brochures or other material that may be helpful in evaluating your qualifications may be included in an appendix.

Selection Process

A selection committee composed of members of the Department of Metropolitan Development, Evansville Redevelopment Commission and the JACC Board will rank submissions based on the following weighted criteria, in priority order:

- Project Approach – (40%)
- Relevant Project Experience and References, including the successful completion of comprehensive plans – (20%)
- Capability to Perform Project within one-year timeframe and a cost-effective budget – (20%)
- Local Firm Partnership/Collaboration – (10%)
- Familiarity with the City of Evansville or similar U.S. cities, either through direct planning work or research gathered from previous planning effort – (5%)
- Selection Committee discretion –(5%)

The Evansville Redevelopment Commission, City Staff and JACC Board selection committee may choose to interview several of the top ranked individuals and reserves the right not to accept any of the submissions. Once selected, the City of Evansville will seek to negotiate a contract, detailed scope of work, deliverables, fee, schedule, etc. with the preferred consultant. If unable to reach agreement, the City of Evansville will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The City of Evansville expects to evaluate proposals and provide written notification of the results within 45 days of receipt of qualifications. If interviews are held, you will be contacted at least one week before the interview date.

The City of Evansville will not reimburse any firm or individual for any costs associated with submittal of qualifications or in the negotiation of a final agreement for work being considered. Successful consultant will be required to enter into an agreement for this project and procure and maintain at its own expense, insurance coverage as described in section titled “Insurance Requirements.”

Public Disclosure

As a general rule, all documents received by the Evansville Redevelopment Commission are considered public record and will be made available for public inspection and copying upon request. If you consider any documents submitted with your response to be proprietary or otherwise confidential, please mark those pages CONFIDENTIAL.

Terms and Conditions / Right to Reject Submittals

Issuance of this RFQ does not commit Evansville Redevelopment Commission to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. All respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of Evansville Redevelopment Commission in a public meeting.

Evansville Redevelopment Commission retains the right to reject all submittals for any reasons. Selection is also dependent upon the negotiation of mutually acceptable contract with the successful respondents.

Addenda

Addenda will be posted on Evansville Redevelopment Commission website at www.evansvillegov.org/bidding . It shall be the consultant's responsibility to check the website daily for any possible addenda.

Insurance Requirements

Page | 9

The selected consultant shall furnish the Commission with satisfactory proof of coverage of the insurance required, in a reliable company or companies to be approved by the Commission, licensed to do business in the State of Indiana, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies, filed with the Commission. The certificates of insurance shall show the name and address of the company, expiration date or dates, and the policy number or numbers. The selected consultant shall provide a Certificate of Insurance with the City of Evansville listed as an additional insured. The Commission reserves the right to require complete, certified copies of all required insurance policies at any time.

In the absence of regulations, the amounts of coverage shall be as follows:

COMPREHENSIVE GENERAL LIABILITY

Bodily Injury or Death	\$500,000	per occurrence
	\$1,000,000	aggregate
Property Damage	\$100,000	per occurrence
Medical Expense	\$5,000	per person

AUTOMOBILE LIABILITY

Bodily Injury or Death	\$500,000	per occurrence
	\$1,000,000	aggregate
Property Damage	\$100,000	per occurrence
	\$300,000	aggregate
Medical Expenses	\$5,000	per person

Umbrella Liability: Not Less than \$1,000,000 per occurrence and aggregate applying to all bodily injury, personal injury, property damage, and errors or omissions.

Consultant shall maintain Worker's Compensation insurance in the amounts required under Indiana law. Proof of insurance shall be maintained up to date, and failure to maintain adequate coverage and proof shall be deemed sufficient reason for cancellation of the Agreement. All insurance shall provide that the policy shall not be canceled, terminated or modified unless thirty (30) days prior to such cancellation, termination or modification written notice is given to the Commission. No policy may be modified, terminated or canceled by Consultant without the prior written approval of the Commission.

Additional Information

Questions about the project should be directed to:

Kelley Coures
Executive Director or
Beth Purtzer
Senior Project Manager
Department of Metropolitan Development
306 Civic Center Complex
1 N.W. Martin Luther King, Jr. Blvd.
Evansville, IN 47708-1869
(812) 436-7823
kcoures@evansville.in.gov
bpurtzer@evansville.in.gov

Page | 10

In order for consultants to become familiar with the City of Evansville, a few planning documents are available for review at the following website:

Evansville Municipal Code
<http://www.codepublishing.com/in/evansville/>

Zoning and Comprehensive Plan
<http://www.evansvilleapc.com/>

Evansville Assessor Data
<https://engage.xsoftinc.com/vanderburgh>

Additional maps and documents will be available electronically upon request.

E-Verify and Indiana Legal Employment Declaration

E-Verify and Indiana Legal Employment Declaration (**Appendix A**) documentation to your response to Request for Qualifications as follows:

Page | 11

E-VERIFY DOCUMENTATION

Pursuant to Indiana Code 22-5-1.7-11(b)(2) the Consultant shall provide documentation that it has enrolled and is participating in the E-Verify program. Consultant is required to submit proof from the E-Verify Program that it is currently enrolled in the Program. An example of confirmation is the confirmation e-mail received from E-Verify that the Consultant has successfully enrolled in E-Verify.

E-VERIFY PROGRAM

A electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.403(a), as amended, operated by the United States Department of Homeland Security or successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and control Act of 1986 (P.L. 99-603).

COMPLIANCE WITH E-VERIFY PROGRAM.

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

Consultant and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that Consultant or its subcontractor subsequently learns is an unauthorized alien. If Consultant violates this Section 16.23, OWNER shall require Consultant to remedy the violation not later than thirty (30) days after OWNER notifies Consultant. If Consultant fails to remedy the violation within the thirty (30) period, OWNER shall terminate the contract for breach of contract. If OWNER terminates the contract, Consultant shall, in addition to any other contractual remedies, be liable to OWNER for actual damages. There is a rebuttable presumption that Consultant did not knowingly employ an unauthorized alien if Consultant verified the work eligibility status of the employee through the Program.

If Consultant 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.

Consultant shall, prior to performing any work, require each subcontractor to certify to Consultant that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. Consultant shall maintain on file a certification from each subcontractor throughout the duration of the Project. If Consultant determines that a subcontractor is in violation of this Section 16.23, Consultant may terminate its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by Consultant or the subcontractor.

Appendix A

INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring all state agencies and political subdivisions request verification from their contractors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Contractors doing business with the City of Evansville must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____ (name of Company), declare under penalties of perjury that _____ (name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)

By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____ day of _____, 20__.

My Commission Expires: _____

County of Residence: _____

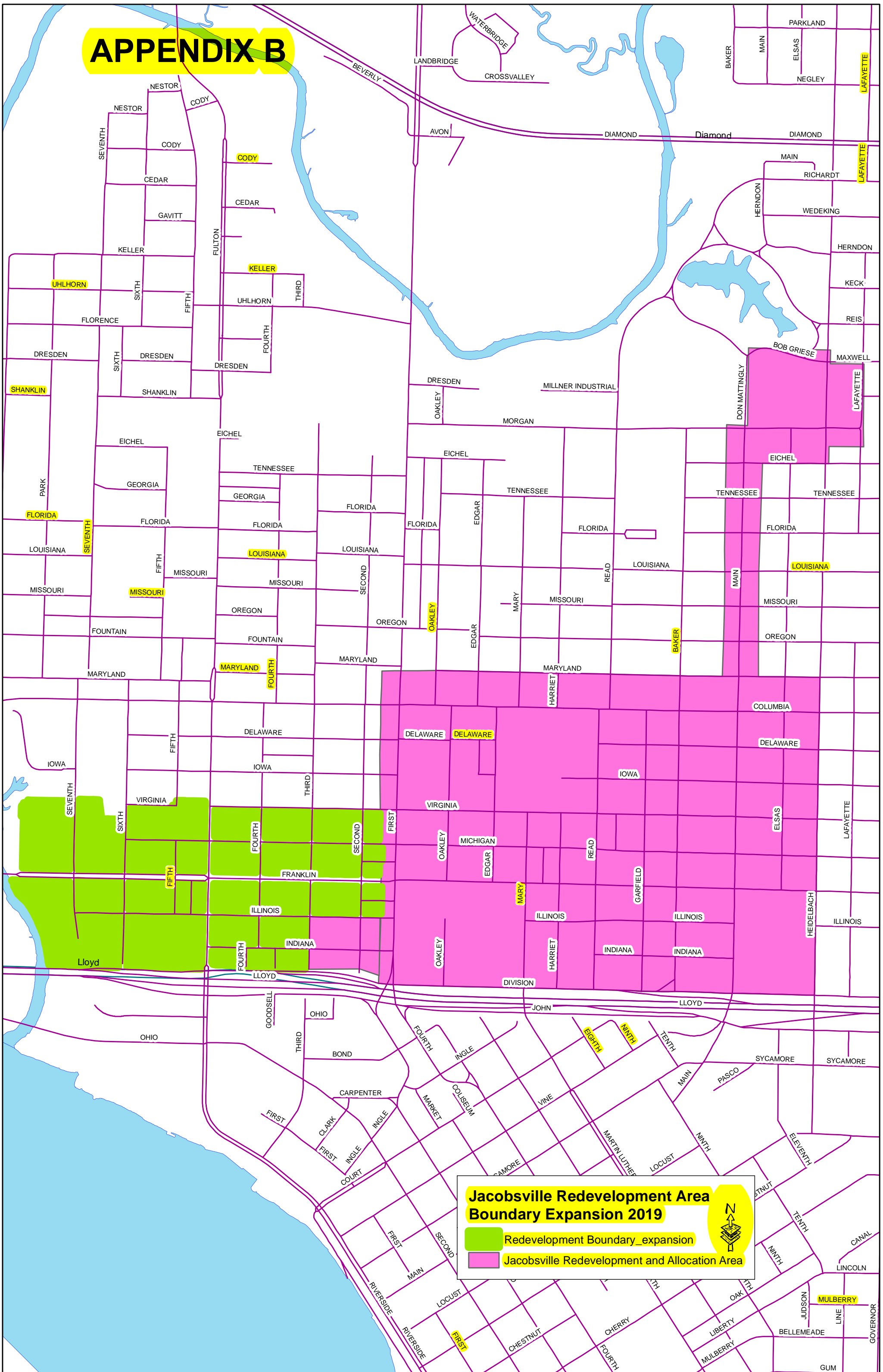
Notary Public – Signature

Notary Public – Printed Name

Appendix B


See maps attached

APPENDIX B



Jacobsville Redevelopment Area Boundary Expansion 2019

- Redevelopment Boundary_expansion
- Jacobsville Redevelopment and Allocation Area



JACOBSVILLE NEIGHBORHOOD BOUNDARY

