

**INDIANAPOLIS BOND BANK  
REQUEST FOR QUALIFICATIONS  
FINANCIAL ADVISOR SERVICES  
INDIANAPOLIS-MARION COUNTY LAW AND  
JUSTICE FACILITIES**

**BOND BANK RFQ-LJF-2017-001**

**Issued: January 17, 2017**

## **SECTION 1 - BACKGROUND**

### **1.1 Request for Qualifications**

This Request for Qualifications solicits Statements of Qualifications for performing financial advisor services related to the City of Indianapolis criminal justice facilities projects (Refer to Section 6 of this RFQ for selected capitalized terms used herein). A submittal of a Statements of Qualifications does not guarantee that the firm will be contracted to perform any services, but only serves notice to the Indianapolis Local Public Improvement Bond Bank (“Indianapolis Bond Bank” or “Bond Bank”) that the firm desires to be considered.

### **1.2 Criminal Justice Reform**

On May 11, 2016, in his inaugural State of the City Address, Mayor Joe Hogsett set Indianapolis on a path of holistic, data-driven criminal justice reform. Consistent with that commitment, Mayor Hogsett signed the Executive Order launching the Criminal Justice Reform Task Force as the vehicle for such change in Indianapolis. The Executive Order included three directives:

*(1) The Mayor hereby creates and orders his staff to support the Criminal Justice Reform Task Force whose mission shall be to assess, research, examine, and ultimately report recommendations for the systemic reform and optimization of the current county criminal justice system, and – based on those recommendations – identify requirements for the location, construction, and/or renovation of county criminal justice facilities.*

*(2) The Mayor shall appoint members of the Criminal Justice Reform Task Force from the three branches of City-County government and pertinent City-County agencies represented in the Criminal Justice Planning Council, as well as subject matter experts and members of the community at his discretion.*

*(3) The Criminal Justice Reform Task Force shall finalize its work and report its findings and recommendations to the Criminal Justice Planning Council at the CJPC’s regularly scheduled meeting in December of 2016.*

### **1.3 Criminal Justice Facilities**

The Task Force identified its facilities recommendations in a December 2016 report (“Report”). The report and related information can be located at: <http://www.indy.gov/eGov/Mayor/CJRTF/Pages/findings.aspx>. The Report recommended construction of new facilities to suit its findings related to

specific criminal justice design and process changes, including (in summary fashion) the following:

- **Assessment and Intervention Center (AIC)** where arrestees are assessed for mental health and substance abuse treatment needs, receive short-term detoxification and behavioral health treatment, have access to social services, defense counsel and prosecutor staff, receive referrals to longer-term treatment plans and engagement with the wraparound care services based on individual treatment plans.
- **A 2,600 - 3,000 bed jail to replace current detention facilities** with design elements that increase safety for jail staff and inmates by facilitating improved admission and inmate management
- **Acute health care and mental health units** that accommodate state-of-the-art care including suicide watch, geriatric and chronic disease care.
- **A consolidated Civil and Criminal Courthouse** that incorporates the design elements defined by a Courts Planning Group and collocated with the AIC and new Jail. The final determination of design and courts included will be made by the Marion County judiciary.
- **Contingent relocation of the Marion County Prosecutor's Office and Marion County Public Defender Agency** if the Criminal Courts are relocated to the new Justice Complex.
- **Renovate and reuse the APC, Jail II facilities and space in the City-County Building** if vacated by the courts, for Community Corrections and collocation of the IMPD Property Room, Crime Lab and Marion County Coroner's Office.

## **SECTION 2 - REQUEST FOR QUALIFICATIONS**

### **2.1 General Purpose**

The City and impacted stakeholders are moving forward with planning for the Project. The Bond Bank is a body corporate and politic established for, among other things, assisting qualified entities to develop infrastructure in the City and County, and it is facilitating the Project for this purpose. This RFQ is part of the Bond Bank's facilitation.

This RFQ is for a financial advisor to join the City working group that is planning and preparing for the criminal justice facilities projects.

## **2.2 Scope of Services**

The financial advisor will be responsible for performing municipal finance analysis and calculations in connection with planning and financing of the criminal justice facilities projects and for providing financial advisor services customarily associated with the issuance of municipal bonds. These services may include, but will not be limited to the following:

### *PRE-CONSTRUCTION SERVICES*

- Assist the Bond Bank, the City and other Project stakeholders with municipal financial analysis and forecasting
- Evaluation, analysis and calculation of payment streams for the Project
- Attend regularly scheduled working group meetings and participate in presentations to the Bond Bank, the City and/or other Project stakeholders

### *BOND ISSUANCE*

- Provide customary municipal financial advisor services if municipal bonds are issued to finance the criminal justice facilities projects.

## **SECTION 3 - PROCUREMENT PROCESS**

### **3.1 Procurement authority**

This RFQ is being issued under the Bond Bank's general power to make contracts under Indiana Code Chapter 5-1.4-3.

### **3.2 Selection process and criteria**

Selection of the financial advisor is not based on competitive bidding, but on professional qualifications, documented experience and the expertise of key personnel to be assigned to the project. Consideration is also given to the following factors:

- familiarity with the Project and municipal finance and budgeting in the City of Indianapolis and Marion County;
- key staff personnel available locally for the Project;
- special or unique expertise;
- ability to begin work immediately and the firm's existing workload; and
- the firm's proximity to the Project.

### **3.3 Reserved**

### **3.4 Form of Contract**

The respondent deemed most qualified by the Bond Bank will be provided with a form of written agreement for final negotiations on all terms and

conditions, including compensation. The Bond Bank reserves the right to negotiate with two or more respondents.

#### **SECTION 4 - RESPONSES**

**4.1 Responses shall be sent in electronic PDF form via electronic mail to Andre Zhang Sonera, Bond Bank Project Manager, [Andre.ZhangSonera@Indy.Gov](mailto:Andre.ZhangSonera@Indy.Gov) with reference to Indianapolis Bond Bank RFQ-LJF-2017-001 in subject line of the electronic mail and shall include the following:**

- *Cover Letter – not to exceed one page.* The response should include a cover letter expressing the respondent’s interest in the Project and the financial advisor services.
- *Statement of Qualifications – not to exceed 5 pages.* The response should include a written statement organized in conformance with, and responding to, the criteria listed in Section 3.2 of this RFQ. Exhibits to the Statement of Qualifications (including brochures, professional resumes, references or other materials will not be counted against the page limit; however, these should be kept to a minimum any only those materials the respondent believes are highly relevant to its ability to perform the financial advisor services).
- *Rate Sheet.* The response should include the rates of the team members the respondent would expect to be working with the City’s team and, if necessary, general rates for the firm and any other firms responding with the primary respondent.
- *Key Persons.* The response should include identification of the lead or primary individual that will perform services for the Project.

**4.2 Deadline for submittal – Tuesday, January 31, 2017 at 5:00 p.m. (Indianapolis Time)**

**4.3 Reserved**

**4.4 Contact Person and Communications – All inquiries regarding this RFQ shall be directed to Andrew J. Mallon, Corporation Counsel for the City of Indianapolis**

#### **SECTION 5 - ADDITIONAL REQUIREMENTS**

**5.1** The City of Indianapolis, Marion County, State of Indiana Executive Order No. 1, 1987 encourages all certified Minority Business Enterprises and Women Business Enterprises to submit statements of interest and will not discriminate against any individual or firm on the grounds of race, color, sex, physical handicap or national origin in the selection process.

- 5.2 It is the policy of the Consolidated City of Indianapolis (G.O 581 as amended and Executive Order #5) that Women’s Business Enterprises, Minority Business Enterprises and Veteran Owned Businesses shall have the maximum feasible opportunity to participate in the performance of contracts. The Bond Bank encourages all firms to meet the City’s MBE/WBE/VBE goals of 15%/8%/3% respectively.
- 5.3 Each firm shall include with its submittal the listing and percentage breakdown of MBE/WBE/VBE subcontractors, and if needed, an explanation as to the reason the goals may be unable to be met. Failure to provide this information may result in a firm not being selected. Further, firms shall:
- 5.3.1 Ensure MBE/WBE/VBE’s are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities; including placing MBE/WBE/VBE’s on solicitation lists and soliciting them whenever they are potential sources.
  - 5.3.2 Make information on forthcoming opportunities available to MBE/WBE/VBE’s and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBE/WBE/VBE’s in the competitive process.
  - 5.3.3 Consider in the contracting process dividing when economically feasible into smaller tasks or quantities to permit maximum participation by MBE/WBE/VBE’s in the competitive process.
  - 5.3.4 Encourage contracting with a consortium of MBE/WBE/VBE’s when a contract is too large for one of MBE/WBE/VBE consultant may be able to handle individually.
  - 5.3.5 Use the services and assistance of the Minority and Women Business Development Department of the City of Indianapolis.

## **SECTION 6 - DEFINITIONS**

- 6.1 **The Bond Bank** is the Indianapolis Local Public Improvement Bond Bank was created in 1985, pursuant to Indiana Code Section 5-1.4-3-1.
- 6.2 **Request for Qualifications or RFQ** means this solicitation for financial advisor services with respect to planning and financing of the Projects.
- 6.3 **Statement of Qualifications** means a written response to this RFQ consistent with the requirements in Section 4.
- 6.4 **The Executive Order** means the May 11, 2016 Executive Order issued by Indianapolis Mayor Joe Hogsett establishing the Task Force.

**6.5 The Task Force** means the Indianapolis Criminal Justice Reform Task Force established by the Order.

**6.6 The Project** means on or more construction or development projects to design, build, finance, operate and maintain criminal justice facilities for the City of Indianapolis and other stakeholders involved in criminal justice services throughout Indianapolis and Marion County.

(Note: Capitalized terms not defined in this RFQ are defined in the Report)