TWIN AIRE INCUBATOR/ACCELERATOR FEASIBILITY STUDY

REQUEST FOR PROPOSAL

FEASIBILITY STUDY FOR AN INCUBATOR/ACCELERATOR

ISSUE DATE: September 1, 2020  RESPONSE DATE: September 30, 2020 3:00PM EST

RESPONSES SUBMITTED ELECTRONICALLY TO SOUTHEAST NEIGHBORHOOD DEVELOPMENT

Objective:

Southeast Neighborhood Development (SEND) has partnered with the City of Indianapolis to complete a feasibility study for a small business incubator and accelerator to be located within the Twin Aire Economic Development Area.

SEND is seeking qualified vendors to perform services described within this document.

Project History:

Citizens Energy Group received a $375,000 grant from the U.S. Economic Development Administration in 2016 to complete an Assessment, Reuse, and Investment (ARI) Strategy. The Twin Aire Manufacturing Incubator and Accelerator Feasibility Study will build on the knowledge from the ARI Strategy, specifically the Phase I Economic Workforce and Real Estate Analysis, to examine regional job growth, emerging economic clusters, and real estate demand.

The area for the incubator/accelerator study is the Twin Aire Economic Development Area, which includes Christian Park, Norwood, Prospect Falls, Southeast Community Organization (SECO), and Twin Aire. The area, located Southeast of downtown Indianapolis, includes portions designated as a Local Initiative Support Corporation (LISC) Great Places 2020 as of 2016, and is also part of the Indy East Promise Zone and Opportunity Zone.
SCOPE OF WORK – FEASIBILITY STUDY FOR AN INCUBATOR/ACCELERATOR

• Examination of market demand for specific start-up companies proposed for incubation and the presence of necessary resources, including community support. This review shall result in the following recommendations:

  o The type of incubator, accelerator, or combination to be located within the Twin Aire Economic Development Area that will complement regional economic development initiatives and coordinate with other incubation efforts in the region
  o The specific type of start-ups and businesses to be incubated or accelerated at the Twin Aire Economic Development Area site that are not currently receiving any or enough supports elsewhere in the region
  o The partner organizations best suited to assist with the programming offered
  o The role the incubator/accelerator can play as part of the Criminal Justice Campus development in the Twin Aire Economic Development Area and justice reforms implemented by the City of Indianapolis and Marion County Courts
  o The methods for including workforce development opportunities for residents of the neighborhoods surrounding the Twin Aire Economic Development Area

• Identification of an operator for the incubator, ensuring the organization has the necessary financial capacity to operate the facility and reach a positive cash flow within a reasonable period.

• Development of a management plan that includes a minimum of:

  o Tenant/client selection policy with a description of the types of businesses sought and any establishment selection criteria;
  o Tenant lease or license agreement enumerating the shared services to be provided, delineating the incubator’s business assistance policy, including the provision of management, technical and training assistance, and the incubator’s graduation policy; and establishes periodic access to the tenant’s business records to permit assessment of the financial operation viability of the tenant’s business;
  o Business assistance policy outlining the various types of assistance that the incubator will provide to start-up firms, including how the incubator will support tenants/clients with access to capital needed to grow their business successfully;
  o Staffing plan detailing the talent and resources that will be dedicated to supporting the start-up companies accepted into the incubator;
  o Tenant graduation policy documenting a provision of the tenant lease or license agreement with clear requirements for tenant graduation from the facility or services of the incubator; and,
  o Incubator performance plan that includes how the incubator will track the success of incubator tenants/clients, specifically identifying what performance measurement data the incubator proposes to collect from tenants/clients and for
what time period during and after the service period that data will be collected. This should also include members of any oversight or policy board for the incubator responsible for setting performance goals of the incubator, selecting and approving staff, establishing and reviewing policy, and monitoring performance.

**Deliverables:**

Written narrative report that shall address all scope of work items outlined and include:

- Recommended placement of the incubator/accelerator based on the current development plans for the Twin Aire Economic Development Area
- Recommended organization to operate the incubator/accelerator based on the management structure of other successful incubators/accelerators and, if the organization currently exists, based on experience and organization capacity
- Recommended staffing plan for the incubator/accelerator
- Recommended financial strategies for the acquisition, construction, and sustainable operation of the incubator/accelerator, including possible lease up of building to thriving businesses
- Recommended policies for the incubator/accelerator

**Vendor Requirements Pre-Issuance of Final Deliverables:**

- Demonstrated ability to meet full expectations either virtually or in person in response to the COVID-19 pandemic
- Bi-weekly calls with SEND and City staff
- Four in-person and/or virtual meetings for coordination and review with SEND internal teams and consultants
- Revision of final deliverables based on input received from SEND internal teams
- Revision of final deliverables based on feedback from the Economic Development Agency, upon request

All deliverables must be submitted in an electronic and modifiable (non-PDF) format and will be shared with other vendors. All deliverables become the property of Southeast Neighborhood Development and the City of Indianapolis.
PRE-PROPOSAL MEETINGS

Interested vendors are invited to attend a virtual information meeting prior to submitting proposals.

Date: September 10, 2020
Time: 9:00 am

Please Email Emily Djabi, SEND Great Place Program Manager, at emily@sendcdc.org to request the Zoom meeting information.

INTERVIEWS

Prospective vendors may be invited for in-person interviews to expand upon the information provided in their proposals. Such interviews will take place between October 12 - October 16, 2020.

RFP SCHEDULE

RFPs Issued: September 1, 2020
Pre-Proposal Meetings: September 10, 2020
Questions Due from Vendors: September 20, 2020
Proposals Submission Deadline: October 2, 2020 3:00 PM EST
Vendor Interviews: October 12, 2020 – October 16, 2020
Notification of Selected Vendors: November 2020

PROPOSAL SUBMITTAL GENERAL REQUIREMENTS

The proposal submittal must be received electronically by Southeast Neighborhood Development by 3:00pm (EST) on Wednesday, September 30, 2020. Proposals shall be limited to a total of 20 pages, excluding a table of contents and page dividers. Resumes for key team members shall be limited to no more than two pages per resume and shall be attached as Appendix A. Resumes do not count against the 20-page total limit.
PROPOSAL SUBMITTAL CONTENT REQUIREMENTS

- RFP Understanding and Approach:
  - Describe your team’s knowledge of the Twin Aire ARI Strategy and the neighborhood’s quality of life plan.
  - Describe your team’s resources, methodology, and timeline to complete the Scope of Work.
  - Outline any potential obstacles or barriers to completion of the Deliverables, and ways of overcoming them.

- Team Qualifications:
  - Provide an organization chart identifying the project team, including companies, individual members with titles, and assignment of responsibilities for completion of the Scope of Work.
  - Provide a summary of all applicable certifications and licenses held by companies or individuals working on the project.
  - Provide resumes for each key team member, limit of four, who will be working on the project.

- Relevant Experience:
  - Outline each project team company’s overall reputation, service capabilities and qualifications for this project.
  - List and briefly describe three comparable projects completed or in progress involving your firm. For each example provide the client (with contact information), location, total project contract value, whether your firm was the lead or a subcontractor, personnel from your firm assigned to the project, and time period for completion.
  - Describe any project experience, in addition to #2, with Federal grants, regional Comprehensive Economic Development Strategy (CEDS), Quality of Life Plans, or Great Places 2020.

- Copies of any consultant or subcontractor certifications such as MBE, WBE, or VBE.

FEE QUOTE

- Provide a fixed dollar amount as the total fee to be charged to complete the Scope of Work
- Provide unit rates and a not-to-exceed amount for any reimbursable expenses not included in the total fee, and list each category
- Provide a standard hourly rate schedule
SELECTION CRITERIA

- Qualifications 25%
- Experience 25%
- Fee 20%
- Diversity Participation 15%
- Local Supplier Participation 10%
- Referral Feedback 5%

REFERENCE MATERIALS:

Attachment A: Twin Aire Economic Development Area Map
Attachment B: New Markets Tax Credit (NMTC) Eligibility by Census Tract

Plans:
Southeast Quality of Life Plan
Twin Aire Strategic Plan
ARI Strategy
Southeast Neighborhood Development Strategic Plan
Southeast Community Services Strategic Plan

Maps:
IndyEast Promise Zone Map
Opportunity Zones

Notice for projects funded under U.S. Department of Commerce

Applicants/bidders for a lower tier covered transaction (except procurement contracts for goods and services under $25,000 not requiring the consent of a DOC official) are subject to Subpart C of 2 C.F.R. Part 180, “OMB Guidelines to Agencies on Government-Wide Debarment and Suspension (Nonprocurement).” In addition, applicants/bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than $100,000 of Federal funds at any tier are subject to 15 C.F.R. Part 28, “New Restrictions on Lobbying.” Applicants/bidders should familiarize themselves with these provisions, including the certification requirement. Therefore, applications for lower tier covered transactions must include a Form CD-512, “Certification Regarding Lobbying—Lower Tier Covered Transactions,” completed without modification.
Attachment A:
Attachment B:

2020 Lift Indy Eligible Areas

NRSA Boundaries

Lift Indy-Eligible Areas 2020

City of Indianapolis
Department of Metropolitan Development
March 2020 - Best Printed on 11"x17" paper