

1 **BILL NO. S-25-08-02**

2 **SPECIAL ORDINANCE NO. S-107-25**

3  
4 **AN ORDINANCE** approving a Professional Services  
5 Agreement for development of a Pre-Reviewed / Permit  
6 Ready Housing Design Catalog between the City of Fort  
7 Wayne Community Development Division and Flintlock  
8 LAB

9 **WHEREAS**, the City of Fort Wayne Community Development Division  
10 (“Community Development”) desires to use funds budgeted for infill housing to  
11 engage Flintlock LAB to develop a pre-reviewed / permit-ready housing design  
12 catalog to supplement current initiatives to increase infill development and  
13 housing on surplus city-owned vacant parcels throughout traditional urban  
14 neighborhoods;

15 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE**  
16 **CITY OF FORT WAYNE, INDIANA:**

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19 **SECTION 1.** That the Professional Services Agreement for development of a  
20 Pre-Reviewed / Permit Ready Housing Design Catalog between the City of Fort  
21 Wayne Community Development Division and Flintlock LAB (the “Agreement”),  
22 attached hereto as Exhibit A, involving a total cost of not to exceed ONE HUNDRED  
23 TWENTY THOUSAND DOLLARS (\$120,000), is hereby confirmed and approved.

24 **SECTION 2.** Funding for the Agreement shall be drawn from Community  
25 Development Division LIT funds budgeted for infill housing.  
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1                   **SECTION 3.** That this Ordinance shall be in full force and effect from and  
2 after its passage and any and all necessary approval by the Mayor.  
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6 \_\_\_\_\_  
7 Council Member

8 APPROVED AS TO FORM AND LEGALITY

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10 \_\_\_\_\_  
11 Malak Heiny, City Attorney

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## Exhibit A



# CITY OF FORT WAYNE

SHARON TUCKER, MAYOR

Community Development

## PROFESSIONAL SERVICES AGREEMENT

### Pre-Reviewed / Permit Ready Housing Design Catalog

This Professional Services Agreement ("Agreement") is entered into by and between:

#### **Flintlock LAB** ("Consultant")

Project Manager: Allison Thurmond Quinlan  
Address: 512 N. Mission Blvd.  
Fayetteville, AK 72701  
Phone: 403-305-4807  
Email: atq@flintlocklab.com

and

#### **CITY OF FORT WAYNE COMMUNITY DEVELOPMENT DIVISION** ("Community Development")

Project Manager: Sherese Fortriede, Senior Planner  
Address: Planning & Policy Department  
200 East Berry Street, Suite 320  
Fort Wayne, Indiana 46802  
Phone: 260-427-2153  
Email: Sherese.Fortriede@cityoffortwayne.org

#### 1. **SCOPE OF SERVICES, CONSULTANT**

- A. Consultant will complete the work described in this Agreement and in the Scope of Work, attached hereto as Exhibit A, (the "Services"), for the development of a Pre-Reviewed / Permit Ready Housing Catalog (the "Project").

#### 2. **SCOPE OF SERVICES, COMMUNITY DEVELOPMENT**

- A. Community Development will provide the services identified in this Agreement and those services, if any, outlined in attached Exhibit A.

#### 3. **NOTICE TO PROCEED; PROJECT COMPLETION**

- A. Community Development's approval of this Agreement constitutes notice to Consultant to proceed with the Services.
- B. Consultant's Design Services under this Agreement are to be completed not later than June 30, 2026.

4. **TERM OF AGREEMENT; MODIFICATIONS; TERMINATION**

- A. Community Development and Consultant will advise each other as to any amendments to this Agreement that may be desirable to improve Consultant's or Community Development's services, or that may be required pursuant to regulatory revisions.
- B. This Agreement may be modified only by a written instrument signed by Community Development and Consultant.
- C. Consultant shall maintain accounting records of its costs in accordance with generally accepted accounting practices and shall provide Community Development access to such records during normal business hours with reasonable notice during the term of this Agreement and for three (3) years after completion of the Project.

5. **COMPENSATION**

- A. Community Development will compensate Consultant for work actually performed pursuant to the terms of the attached Exhibit A, in the not-to-exceed amount of one hundred and twenty thousand <sup>00</sup>/<sub>100</sub> Dollars (\$120,000.00).

6. **INVOICES AND PAYMENT**

- A. Consultant shall invoice Community Development not more often than monthly for services completed, together with an itemized list of work completed and costs to the date of the invoice.
- B. Invoices will be in a form and supported by documentation as Community Development may reasonably require.
- C. Community Development will pay Consultant within thirty (30) days of receipt of an approved invoice.

[Signatures appear on following page]

**APPROVALS**

**FLINTLOCK LAB**

By \_\_\_\_\_  
Allison Thurmond Quinlan

ATTEST \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Date

**CITY OF FORT WAYNE COMMUNITY DEVELOPMENT**

By \_\_\_\_\_  
Jonathan Leist, Director

ATTEST \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Date

*Prepared by Sherese Fortriede, CD Administrator / Senior Planner, City of Fort Wayne  
Planning and Policy Department, 200 East Berry Street, Suite 320, Fort Wayne, Indiana 46802.*

## STANDARD TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.
2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Consultant and Community Development. Consultant will promptly notify Community Development of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. **SAFETY.** Consultant shall establish and maintain programs and procedures for the safety of its employees. Consultant specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Consultant employees.
4. **DELAYS.** If events beyond the control of Consultant, including but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds ninety (90) days, Consultant will be entitled to an equitable adjustment in compensation.
5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon thirty (30) days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Community Development shall pay Consultant for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. Consultant or Community Development, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, Consultant shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.
6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by Community Development for any purpose other than that for which such documents or deliverables were originally prepared, or alternation of such documents or deliverables without written verification or adaptation by Consultant for the specific purpose intended, shall be at Community Development's sole risk.
7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Consultant is supplied for the general guidance of Community Development only. Since Consultant has no control over competitive bidding or market conditions, Consultant cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Community Development.
8. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Consultant and shall not be made available to third parties without the written consent of Community Development.
9. **INSURANCE.** Consultant will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal requirements and Consultant business requirements. Certificates evidencing such coverage will be provided to Community Development upon request. For projects involving construction, Community Development agrees to require its construction contractor, if any, to include Consultant as an additional insured on its policies relating to the Project. Consultant coverages referenced above shall, in such case, be excess over contractor's primary coverage.
10. **INDEMNITIES.** To the fullest extent permitted by law, Consultant shall indemnify and save harmless the City of Fort Wayne and Community Development from and against any and all claims against Community Development for damages, injuries, losses, demands or costs arising out of or in any manner associated with Consultant's services, except for claims arising as a result of Community Development's own negligent or intentional acts.
11. **LIMITATIONS OF LIABILITY.** No employee or agent of Consultant shall have individual liability to Community Development. Community Development agrees that, to the fullest extent permitted by law, Consultant's total liability to Community Development for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, Consultant's negligence, error, omissions, strict liability, or breach of

contract shall not exceed the total compensation received by Consultant under this Agreement except for personal injury or property damage which shall be limited to the extent of Consultant insurance coverage (minimum \$250,000.00). If Community Development desires a limit of liability greater than that provided above, Community Development and Consultant shall include in this Agreement the amount of such limit and the additional compensation to be paid to Consultant for assumption of such additional risk.

12. ASSIGNMENT. The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

13. ACCESS. Community Development shall provide Consultant safe access to any premises necessary for Consultant to provide the Services.

14. PREVAILING PARTY LITIGATION COSTS. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

15. NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

16. SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

17. AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

18. STATUTE OF LIMITATION. To the fullest extent permitted by law, the parties hereto agree that, except for claims for indemnification, the time period for bringing claims regarding Consultant's performance under this Agreement shall expire one (1) year after Project Completion.

19. E-VERIFY AFFIDAVIT. Pursuant to Indiana Code 22-5-1.7, Consultant agrees and shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program. E-Verify means the 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 a 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). Consultant is not required to verify the work eligibility status of all newly hired employees through the E-Verify program if the E-Verify program no longer exists. The undersigned, on behalf of Consultant, being first duly sworn, deposes and states that Consultant does not knowingly employ an unauthorized alien.

**EXHIBIT A**

**Fort Wayne Scope of Work**

**BACKGROUND**

The All In Allen Comprehensive Plan (2023) acknowledges significant population growth experienced by Fort Wayne, Allen County and the surrounding areas, alongside evolving market and demographic trends which have led to both a shortage of housing in both type and number of units available for rent and sale. This growth is projected to continue, underscoring the need for a wide range of housing options within our community. This need is supported by *An Analysis of Housing Market Potential for the City of Fort Wayne, Indiana* (2021) produced by Zimmerman/Volk Associates which indicates that there is a market potential for housing types other than traditional detached single family homes to accommodate preferences of nontraditional households.

In response to increasing affordability issues along with current and projected housing needs, the City of Fort Wayne has undertaken a multifaceted initiative to increase housing diversity, availability and revitalize neighborhoods in the City of Fort Wayne. The recently launched the “a Lot to Love” program is designed to offer discounted city-owned lots in traditional urban neighborhoods and address financial barriers that hinder infill housing development, including high development costs, appraisal gaps, and challenges with construction lending. The program focuses on projects that enhance neighborhood revitalization and promote housing diversity. The City and County have also collaborated in the development of a Housing Options Work Group tasked with the development of Zoning Ordinance amendments to eliminate barriers and expand housing development options.

To promote an increase in small scale developers, the City’s Summit City Entrepreneur and Enterprise District (SEED) has developed a Small Scale Developer and Builder Program. This 12-week course, focused on single-family and multi-family housing infill development, teaches participants how to navigate real estate financing and project execution. The development of a pre-reviewed / permit-ready housing catalog (“Catalog”) and home design approval process are intended to supplement the initiatives noted above to encourage and expedite the construction of context-sensitive infill housing of various types with a focus on infill development on surplus city-owned vacant parcels throughout traditional urban neighborhoods. An example of the type of product desired by staff is the South Bend Neighborhood Infill Catalog.

**Relevant Codes, Plans and Studies**

All In Allen Comprehensive Plan <https://allinallen.com/>

All In Allen Issues and Opportunities Report 2020  
<https://gis.acimap.us/portal/sharing/rest/content/items/e41a898ab7584cad92744700ace172a9/data>

a Lot to Love Infill Housing Program <https://engage.cityoffortwayne.org/aLOTtoLOVE>

Housing Options Zoning Ordinance Amendments <https://engage.cityoffortwayne.org/housing-options-amendments>

Fort Wayne 2021 Housing Market Potential Study  
<https://www.fwcommunitydevelopment.org/planning/2021housingmarketpotential>

Allen County Department of Planning Services <https://www.allencounty.in.gov/281/Department-of-Planning-Services>

City of Fort Wayne Zoning Ordinance  
<https://www.allencounty.in.gov/DocumentCenter/View/7748/Fort-Wayne-Zoning-Ordinance—Effective-2-23-2024>

Allen County Building Department <https://www.allencounty.in.gov/234/Building-Department>  
Fort Wayne Historic Preservation Commission Guidelines  
[https://www.fwcommunitydevelopment.org/images/historic\\_preservation/docs/hpc\\_guidelines\\_v9.pdf](https://www.fwcommunitydevelopment.org/images/historic_preservation/docs/hpc_guidelines_v9.pdf)

U.S. Department of Housing and Urban Development Comprehensive Housing Market Analysis for Fort Wayne, Indiana <https://www.huduser.gov/portal/publications/pdf/FortWayneIN-CHMA-24.pdf>

**General Consultant Requirements:**

1. A registered architect shall lead the project and shall enlist the services of licensed professionals to complete the permit ready sets as required.
2. It is anticipated that the consultant will work closely with the Project Staff Team on this project.
3. Selected Respondent will be expected to meet in person with the Project Staff Team and various City and County departments responsible for permit and development review to ensure complete understanding of project, review anticipated schedule, and receive details and other pertinent information from City.
4. Selected Respondent will be expected to perform up to two field investigations to review architecture and design of primary neighborhood areas where infill opportunities exist to determine architectural context for home designs.

## **SCOPE OF WORK**

### **TASK 1: CODE AND PROCESS ANALYSIS AND DESIGN**

*Work with various City and County departments to analyze adopted codes, regulations, and processes, and outline the key provisions that will affect home designs. Collaborate with the City and County departments and officials to determine how projects using Catalog's building plans will move through the City's permit systems and processes.*

#### **1.1 Project Kick-Off & Stakeholder Identification**

1.1a Meet with the City's Core Project Team to gather information, and map out project trajectory.

1.1b Onboard and develop program philosophy and structure, receive input on each member's key metrics for success and process feedback, and discuss potential strategies for developing and implementing the program.

1.1c Present and discuss possible non-cost incentives the city can offer for projects utilizing the plan sets (e.g. streamlined permit processes, reduced permit fees, reduced review timelines, density bonuses, height bonuses, parking reductions, etc) to identify and outline the parameters the program might be able to work within successfully

#### **DELIVERABLES:**

1. Detailed project timeline
2. Data request for additional data needed to complete project
3. Excel spreadsheet of project stakeholders, contact information, and role within housing developed in collaboration with City's Core Project Team (CPT)
4. Written initial report of initial recommendations to vet with stakeholders
5. Written initial report of program structure, priorities, and implementation plan
6. Two Virtual Meetings (kick off and deliverable review)

#### **TIMELINE**

Kick off December 1, complete December 15

#### **1.2 Code & Process Audit / Recommendations:**

1.2a Conduct an internal review and analysis of codes, regulations, and processes as related specifically to the implementation of a permit-ready plans program, including the zoning code, land development code, proposed future land use map, stormwater management, and Indiana Fire Prevention Code.

1.2b Develop ordinance language if the program requires an ordinance to be adopted legally to enact any selected program incentives. Work with City and County officials to assess the most streamlined approach to legal adoption of a program, often piloting ideas using only pre-approved plans that the community has interest in adopting more broadly. Testing these policy changes within the bounds of a pre-approved program allow local elected officials to ensure known built outcomes, reducing political friction and increasing success.

#### **DELIVERABLES:**

1. Written initial code review report
2. Draft pre-approved plans code module

**TIMELINE**

December 15 – January 15

**TASK 2: DESIGN APPROVAL PROCESS DEVELOPMENT**

*Work with the Allen County Department of Planning Services and the Allen County Building Department to plan the process for approval of the use of the home designs in the Catalog, including the licensing/ownership model of the building plans.*

**2.1 Design Approval Workshop:**

2.1a Convene a workshop with City and County staff to define a locally appropriate approval process working within existing staffing structure and permitting processes, identify specific local development and approval barriers the program will address, and establish a clear licensing and ownership model for catalog plans. The session will also review key implementation elements (standard construction details, permitting checklists, utilities, process flow, allowable customization parameters, potential user fees). We simultaneously calibrate the program both for single lot use and for larger or atypical sites. A first workshop will provide an opportunity for in-depth technical review and discussion.

2.1b A second virtual workshop will be held to negotiate final acceptance of the revised documents.

2.1c Additional meetings or negotiation assistance to the Program Director can be provided as requested for an additional fee (virtually, at standard hourly rates).

2.1d Given our review and analysis of any local constraints and opportunities, we will provide options and recommendations for the licensing and ownership structure of the program, including options for a per-use fee, subscription model, or free-to-users program..

**DELIVERABLES:**

1. Initial workshop (on site), two eight-hour workshop days with no more than (6) total presentations to pre-defined working groups
2. Second workshop (virtual), up to eight hours, presenting refined recommendations to no more than (6) total working groups
3. Slide presentations for both workshops
4. Design of, but not printing of, feedback boards to be printed by the city for use on site for the first workshop
5. Written licensing agreement(s) for negotiated fee structure selected in 2.1d for uses beyond the licenses provided in Deliverable 5 (such as but not limited to uses on non-city owned lots) and as negotiated between the City of Fort Wayne and Flintlock Ltd Co.

**TIMELINE**

January 15 – February 15

### **TASK 3: CONTEXT EVALUATION / FIELD INVESTIGATIONS**

*Review architecture and design of primary neighborhood areas where infill opportunities exist to determine architectural context for home designs*

#### **3.1 Architectural Context Documentation:**

Document on boards existing architectural character to guide the development of the architectural styles of the pre-approved buildings that will best complement the existing neighborhoods.

#### **DELIVERABLES:**

1. Photograph architectural character and style of existing neighborhoods at in person workshop (City to provide 2 hour time window and guidance of neighborhoods to target)
2. Assemble boards of existing architectural styles for public and city feedback at initial workshop
3. Final recommended architectural styles summary, provided as slides for presentations and pages for the program guide summarizing architectural styles with positive public feedback
4. 0 Meetings

#### **TIMELINE**

December 15 – March 1

### **TASK 4. BUILDING TYPE AND PLAN SELECTION**

*Consider existing lot patterns, architectural styles, and other elements to inform the selection and design of building types that will complement established neighborhoods. Present proposals for at least **four building types with three design variations** for review and selection by the staff project team.*

#### **4.1 Lot Analysis:**

Run a scan of existing lot dimensions and configurations within the pilot neighborhoods to determine formal constraints and opportunities to guide building plan design and development.

#### **4.2 Pro Forma Analysis:**

Run initial pro formas to determine which building types are most financially viable.

#### **4.3 Building Type Selection:**

Based on the above analyses and documentation, provide guidance on best building types, plans, forms, and styles that would be most successful for launching the program.

#### **DELIVERABLES:**

1. Program Guide Pages + Presentation Slides with Lot Analysis Diagrams + interpretations and opportunities
2. PDF Short list catalog, with a range of initially appropriate plans to fit the initial lot and zoning analysis
3. Model building pro forma for up to 8 buildings to confirm selected buildings are financial feasible and financeable with traditional financial tools in the local market
4. Program Guide Pages + Presentation Slides with Building Pro Formas conclusions
5. PDF Final Building Catalog, marketing level plans and elevation of final catalog plans that can be distributed to the public
6. (4) monthly meetings

## **TASK 5: DEVELOPMENT OF PERMIT SETS**

*Create building plans for internal review by the staff project team and applicable City and County departments, and facilitate their review and revisions, leading to final permit sets and construction drawings for each building type.*

### **DELIVERABLES**

Per final selected catalog house (four building types with three design variations):

1. Construction Set (available for purchase by users online from design team)
  - a. Dimensioned construction floor plans and roof plan (pitch and materials)
  - b. Building section
  - c. Four exterior elevations
  - d. Basic construction details required for building permit
  - e. Allowable exterior materials including siding, doors, and windows, to be considered a pre-approved plan
  - f. Lighting and power plans

### **TIMELINE**

March 15 – May 30

## **TASK 6: MARKETING MATERIALS**

*Produce watercolor illustration of front façade elevation and floor plan of base design.*

### **6.1 Marketing Materials**

Rendered illustration of each building design's primary elevation and floor plan (jpeg format) for use in marketing of the program as well as for education, outreach, and communication.

### **DELIVERABLES**

Illustrated front elevation + marketing floor plan of each building (jpeg format).

### **TIMELINE**

April 30 – May 30

## **TASK 7. CASE STUDIES**

*Illustrate specific examples of how the Catalog designs could be used on lot types owned by the City of Fort Wayne.*

### **7.2 Case Studies**

- Our team will provide conceptual examples (site plan diagram, pro-forma, and project description) for five lots selected in collaboration with the City of Fort Wayne.
- This scope is especially essential to illustrate creative ways in which the plans may be used to create lovable places and livable density with creative siting of multiple units per lot (which we'll help you calibrate into your code as part of the program).
- Design development of the proposed sites to provide an RFP-ready site design that can be put out to bid to small developers in the training cohort.

### **DELIVERABLES:**

1. Up to (5) diagrammatic site plans of pre-approved catalog plans on lot types owned by the City of Fort Wayne, utilizing buildings from the catalog and common lot dimensions of a Lot to Love properties.

## TIMELINE

February 15 – May 30

### TASK 8: DRAFT CATALOG DEVELOPMENT

*A draft catalog will be submitted for review by Project Staff Team and applicable permitting departments.*

#### 8.1 Program Guide + Catalog:

Our team will work with the City's team to develop the program's structure, and the long-term administration/operations of the plans.

To facilitate this scope of work, our team will develop a Catalog that would include:

- Plans and accompanying information including unit information, measurements, eligibility as other typologies, etc.
- Assignment of party responsible for all administrative variance approvals (outlined in the program) and with authority to resolve any future interdepartmental disagreement about program implementation.
- The formal process by which plans may be added to the program in the future (our goal is a long-term functional program that can grow and change as market needs and building technology change).

#### DELIVERABLES:

Per final selected catalog house (four building types with three design variations):

1. Marketing / Program Catalog Set (free to public)
  - a. Marketing Floor Plans (no dimensions)
  - b. Marketing Front Elevation (with three design variations)
  - c. Use Chart of basic information: square footage, bedroom/bathroom count, overall dimensions, height

## TIMELINE

February 15 – March 30

### 9. FINAL CATALOG DEVELOPMENT

*Develop the final catalog to be distributed in both digital and print form including renderings, diagrams, and drawings.*

#### 9.1 Program Catalog:

The Program Guide and Catalog will be provided as a user-friendly handbook for an easily-accessible understanding of content, suited for municipalities, small-scale developers, and residents alike. It will provide a single consistent presentation of the variety of illustrations, diagrams, and drawings provided in the program and described in the above specific scopes.

#### DELIVERABLES:

1. Per final selected catalog house (four building types with three design variations):
2. Marketing / Program Catalog Set (free to public)
  - d. Marketing Floor Plans (no dimensions)
  - e. Marketing Front Elevation (with three design variations)
  - f. Use Chart of basic information: square footage, bedroom/bathroom count, overall dimensions, height

2. Final PDF Program Guidelines

**TIMELINE**

April 1 – May 30



# CITY OF FORT WAYNE

SHARON TUCKER, MAYOR

Community Development

## MEMO

**TO:** Fort Wayne Common Council Members  
**FROM:** Sherese Fortriede, Senior Planner, Community Development  
**DATE:** August 7, 2025  
**RE:** Professional Services Agreement for Pre-Reviewed / Permit Ready Housing Design Catalog  
**CC:** Jonathan Leist, Director, Community Development  
Megan Flohr, City Council Administrator

The Community Development Division is requesting approval of a professional services agreement between the City of Fort Wayne and Flintlock LAB to develop a Pre-Reviewed / Permit Ready Housing Design Catalog. This catalog will provide sets of pre-reviewed home designs that builders can choose to use when developing vacant lots located in core neighborhoods. The catalog will also guide builders through the unique process of infill construction.

The All In Allen Comprehensive Plan acknowledges a persistent housing shortage with roots in population growth, changing demographics and related shifts in market preferences among renters and homebuyers. Too few homes on the market meet the expanding consumer expectations. This growth and evolving market trends are projected to continue, underscoring the need for a wide range of housing options within our community.

The development of a pre-reviewed / permit-ready housing catalog is intended to supplement current initiatives to increase infill development and housing options in our community by encouraging and expediting the construction of context-sensitive infill housing of various types with a focus on infill development on surplus city-owned vacant parcels throughout traditional urban neighborhoods.

After reviewing four proposals in response to an RFP issued in May, a selection committee with members from Community Development, and the Department of Planning Services found Flintlock LAB to be the highest scoring and most responsive firm. Flintlock, LAB is a multidisciplinary architecture and building firm with a strong track record working with communities across the country to cultivate local infill housing investment.

Community Development has negotiated a not-to-exceed contract price of \$120,000 with Flintlock LAB. The project, which will be led by the Community Development Division, is expected to begin in December and be completed by June 2026.

ENHANCED QUALITY OF LIFE FOR ALL

200 E. Berry St., Suite 320 • Fort Wayne, Indiana • 46802  
phone: 260-427-2150 • [fwcommunitydevelopment.org](http://fwcommunitydevelopment.org)

An Equal Opportunity Employer

# COUNCIL DIGEST SHEET

## RFPs , BIDS, OTHER PROJECTS

Bid/RFP#/Name of Project	RFP #9656275 Pre-Reviewed / Permit Ready Housing Design Catalog
Awarded To	Flintlock LAB
Amount	\$120,000.00
Number of Registrants	
Number of Bidders	4
Required Attachments	PSA and Tab Sheet

## EXTENSIONS

Date Last Bid Out	N/A
# Extensions Granted To Date	

## SPECIAL PROCUREMENT

Contract #/ID <i>(State, Federal, Piggyback--Authority)</i>	N/A
Sole Source/ Compatibility Justification	

## BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain below</i>
If not lowest, explain	

# COUNCIL DIGEST SHEET

## COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	N/A
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## DESCRIPTION OF PROJECT / NEED

<i>Identify need for project &amp; describe project; attach supporting documents as necessary.</i>	<p>The All In Allen Comprehensive Plan acknowledges significant population growth experienced by Fort Wayne, Allen County and the surrounding areas, alongside evolving market and demographic trends which have led to both a shortage of housing in both type and number of units available for rent and sale. This growth and evolving market trends are projected to continue, underscoring the need for a wide range of housing options within our community.</p> <p>The development of a pre-reviewed / permit-ready housing catalog will provide sets of pre-approved home designs that builders can choose from, which will expedite the permitting process for builders. The development of this housing design catalog will supplement current initiatives to increase infill development and housing options in our community by encouraging and expediting the construction of context-sensitive infill housing of various types with a focus on infill development on surplus city-owned vacant parcels throughout traditional urban neighborhoods.</p>
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## REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	N/A

## FUNDING SOURCE

<i>Account Information.</i>	Community Development Division LIT funds budgeted for infill housing - \$120,000.00.

**RFP #9656275 Pre-Reviewed Permit Ready Housing Design Catalog**

The following four (4) firms submitted bids:

1	Flintlock LAB
2	Martin Riley
3	MBL Planning
4	Opticos

**RFP Published:** 5/02/2025  
**Proposals Due:** 6/17/2025  
**Interviews:** 6/27/2025 and 7/1/2025  
**Selection:** 7/08/2025

**RFP RESPONSE SCORING SUMMARY**

Company Name	Score					Average
	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	
Flintlock LAB	96	90	94	96	94	94
Martin Riley	64	68	74	77	80	72.6
MBL Planning	60	84	80	77	83	76.8
Opticos	86	87	91	91	92	89.4

**RANKING BASED ON AVERAGE SCORE**

#1	Flintlock LAB
#2	Opticos
#3	MBL Planning
#4	Martin Riley

Flintlock LAB and Opticos were selected to move forward with the interview process.

**RANKING BASED ON INTERVIEWS**

#1	Flintlock LAB
#2	Opticos

Flintlock LAB was selected to move forward with the negotiation process.

**BILL NO. S-25-08-02**

**REPORT OF COMMITTEE ON FINANCE**

**August 19, 2025**

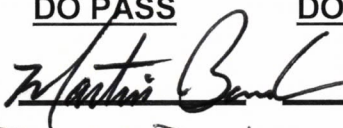
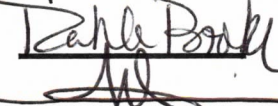

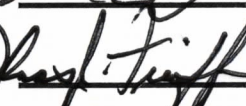
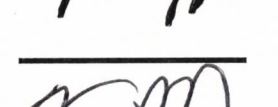
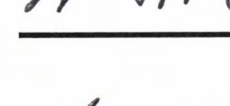
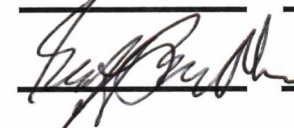
**Nathan Hartman Chair**

**Geoff Paddock Co-Chair**

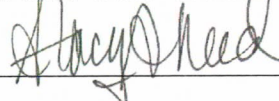
**All Council Members**

An Ordinance approving a Professional Services Agreement for development of a Pre-Reviewed / Permit Ready Housing Design Catalog between the City of Fort Wayne Community Development Division and Flintlock LAB

COMMITTEE ON FINANCE HAVE HAD SAID Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance

<u>COUNCIL MEMBER</u>	<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>
BENDER			
BOOKER			
CHAMBERS			
ENSLEY			
FREISTROFFER			
HARTMAN			
JEHL			
MYERS			
PADDOCK			

**STACY REED  
DEPUTY CITY CLERK**



Public Hearing Date: N/A

Read the first time in full and on motion by Councilperson Hartman.

Read the second time by title and referred to the Finance Committee.

Read the third time in full and on motion by Councilperson Hartman, placed on passage by the following vote:

<u>TOTAL VOTES</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
BENDER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOOKER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHAMBERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ENSLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FREISTROFFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARTMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JEHL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MYERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PADDOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

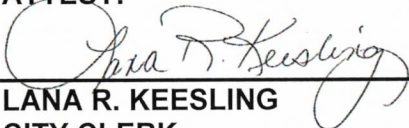
DATED: August 26, 2025

  
LANA R. KEESLING, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as

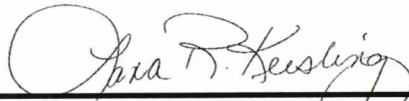
Special Ordinance No. S-25-08-02 on the 26th day of August, 2025

ATTEST:

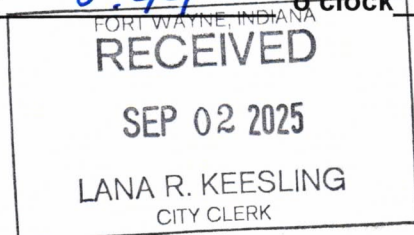
  
LANA R. KEESLING  
CITY CLERK

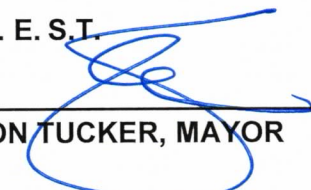
  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th  
of August 2025, at the hour of 10:40 o'clock A.M. E.S.T.

  
LANA R. KEESLING, CITY CLERK

Approved and signed by me this 2nd day of September 2025, at the  
hour of 8:44 o'clock A.M. E.S.T.



  
SHARON TUCKER, MAYOR