

**Request for Proposals (RFP)**  
**Consolidated Plan**

The Mobile County Commission (the County) requests proposals for professional services related to the planning and preparation of the five-year Consolidated Plan (CP) including the PY25 Action Plan (AP) in accordance with applicable U.S. Department of Housing and Urban Development (HUD) regulations and guidelines related to the development/update of these required documents. The CP will cover the period July 1, 2025 through June 30, 2030. The AP will cover the period July 1, 2025 through June 30, 2026. This is a firm deadline project which will commence immediately upon signing of a contract.

**Background:**

The County serves as lead agency of the Mobile County Urban County Consortium, a nine municipal member consortium and the unincorporated portions of Mobile County. The Consortium became an entitlement and a participating jurisdiction in 2002. For PY2020-PY2024, the Consortium received annual allocations on average of \$1,656,710 for Community Development Block Grant (CDBG) and \$619,818 for HOME. Emergency Solutions Grant (ESG) allocation for PY2023 was \$148,416. The Consortium did not receive ESG funds for PYs 2020, 2021, 2022, and 2024. Program Year for the Consortium is July 1 through June 30.

**Overview:**

The CP is a strategic planning document which covers a five-year period and also serves as the application for funding of the above referenced programs. The CP must be prepared in accordance with the requirements of 24 CFR Subtitle A, Part 91 and must follow the HUD guidance for the eCon Planning Suite, inclusive of templates and mapping as may be required by current or amended/updated guidance. The CP includes a Needs Assessment and Market Analysis that outline levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. The Needs Assessment portion forms the basis of the Strategic Plan that details how the County will address identified needs. The CP includes six required components: (a) housing and homeless needs assessment, (b) housing market analysis, (c) strategies and priority needs and objectives, (d) One year AP, (e) certifications, and (f) monitoring.

The CP is carried out through an annual AP which provides a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the CP.

**Statement of Needs:**

- The Consultant will prepare questionnaires, surveys and related documents for use with electronic media such as the County's website, Facebook and hard copy format, as deemed necessary and appropriate.
- The Consultant will be expected to gather information for the CP and AP through a number of methods, including (but not limited to) consultation with local agencies and elected public officials, public outreach, public meetings, public hearings, community surveys, review survey responses, demographic and economic data sets and any additional actions required by HUD.

- The Consultant will be responsible for preparing maps, tables, charts, illustrations, and photographs, as appropriate, to support conclusions and findings as included in the required documents.
- The Consultant will provide status reports (on a monthly basis as a minimum) to the County on the progress of preparation of the CP and AP, and provide advance copies of these required documents for review and comment before public release of draft documents.
- The Consultant must have a draft of the CP/AP documents for County Review by March 14, 2025
- The Consultant must have CP/AP documents for public review and comment completed by March 28, 2025.
- The Consultant shall hold a public hearing/presentation (inclusive of a PowerPoint presentation) of the CP and AP for the public, elected officials and other stakeholders.
- The Consultant is responsible for finalizing the CP and AP for electronic submission to HUD by the May 15, 2025 deadline
- The Consultant shall be responsible for making any revisions required by HUD after submission and will be responsible for troubleshooting with HUD relative to using the IDIS/eCon Planning Suite software.
- The Consultant shall be responsible for submitting electronic and hard copy documents to the County to include six (6) bound hard copies each of the final CP and AP and one (1) unbound copy of each final document, no later than May 6, 2025.
- The Consultant shall also provide a resource binder in electronic format and hard copy to include, at minimum, a list of data sources, copy of data collected, records of any consultations, and any other supporting documentation used to develop/inform the C and AP. The CP review checklist shall be completed and provided as part of the final CP document. All deliverables become the property of the County.
- The Consultant will be available to work on site and perform field work, as needed. The County currently has limited staff available to support the Consultant and will rely on the personnel, experience and expertise of the Consultant to ensure completion of the work.
- The Consultant will assist staff in responding to HUD questions or issues throughout the HUD approval process.
- The Consultant will perform other work tasks as necessary to produce final required documents and obtain HUD approval.

The term for the proposed service is expected to be July 24, 2024 to July 1, 2025 subject to final negotiation of a final agreement.

Proposal and Submission Requirements:

Responses to this RFP may be submitted via email, mailed or hand delivered.

- **Electronic submissions** should be sent to:

Gordon Bauer at [Gordon.Bauer@mobilecountyal.gov](mailto:Gordon.Bauer@mobilecountyal.gov)  
and copied to  
Rena Barren at [Rena.Barren@mobilecountyal.gov](mailto:Rena.Barren@mobilecountyal.gov)

- **Printed proposals** must also be accompanied by an electronic copy of the submittal (i.e., PDF file saved on a jump drive) and should be sent to:

Grants Department  
Mobile County Commission  
South Tower, 8<sup>th</sup> Floor, Mobile Government Plaza  
205 Government Street  
Mobile, AL 36644-1800

**Proposals must be received by 12:00 p.m. CST on July 12, 2024.**

These requirements are firm as to the mode of submission, inclusive of date, and time and place, as noted herein. Mailed proposals should be posted in time to be received by the date and time at the above location. No faxed proposals will be accepted.

Each proposal shall provide a straightforward, concise description of the responder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. If a responder so wishes, the proposal may be accompanied with brochures, promotional materials, or other materials if properly identified.

Out of state corporations shall provide a certificate of authority to transact business in the State of Alabama prior to signing of a contract with the County.

Out of state limited liability partnerships or companies shall provide proof of registration to transact business in the State of Alabama prior to signing of a contract with the County.

Minority and women owned businesses, as well as Section 3 Business Concerns are encouraged to apply.

**Questions Regarding This RFP:**

Any questions or comments concerning the RFP must be submitted in writing to Gordon Bauer, Director of Grants Management, [Gordon.Bauer@mobilecountyal.gov](mailto:Gordon.Bauer@mobilecountyal.gov) and copied to Rena Barren, Deputy Director of Grants Management, [Rena.Barren@mobilecountyal.gov](mailto:Rena.Barren@mobilecountyal.gov) at least one full work day prior to the deadline for receipt of proposals or will be forever waived.

**Proposal Format:**

Please address each of the following components and provide the documentation requested. Proposals submitted without requested information will be considered non-responsive.

1. Title Page - Show the RFP subject, firm name, address, telephone number, name of contact person, contact person email address, UEI number, employer tax identification number and

date.

2. Transmittal letter – Signed in blue ink by a representative authorized to contractually bind the firm to its proposal.
3. Executive Summary - Should contain a detailed description of the proposal.
4. Cost/Fees - Provide detailed proposed fee structure and billing schedule, including a separate fixed price for each of the requested documents ( i.e., CP with one year AP).
5. Completion Schedule - Include a proposed completion schedule (showing dates and milestones) assuming an immediate start date. Contract payments will be made in accordance with the approved billing schedule based on production / completion milestones.
6. Profile – (a) Indicate whether the responder provides services on a national, regional, or local basis; (b) Specify the location of the office from which the services will be provided when not provided on-site. Out of state corporations shall furnish a certificate of authority to transact business in the State of Alabama. Out of state limited liability partnerships or companies shall provide proof of registration to transact business in the State of Alabama.
7. Experience - Describe the responder’s experience in the provision of services described herein and the number of years engaged in this type of work. Identify each person who will be directly involved in the provision of services described herein. Describe each person’s qualifications, including relevant experience and education/training in the preparation of the CP and AP.
8. References - Provide a list of at least 3 public agencies as references, including the contact person’s name, email address and phone number, for which similar or relevant work products have been completed and ultimately approved by HUD within the last 4 years.
9. Sample Work Product - Provide a sample copy of your past work for CP with one year AP.
10. Litigation - Provide information on whether the responder has been involved in litigation within the last five years or if there is any pending litigation related to the performance or delivery of services similar to those described herein. If so, provide a brief explanation of the status / issues involved and the outcome, if resolved.
11. Statement of Needs - Please restate each requirement from the Statement of Needs and discuss whether or not the responder can provide the described services, how the requirement will be met or the extent to which responder can meet the requirement.
12. Availability - Provide a statement that as to the responder’s capacity and capability to provide the services in accordance with this RFP and in accordance with respondent’s proposal, if selected.
13. MWBE / Section 3 - Provide statement if Minority and/or Women Owned Business Enterprise or Section 3 Business Concern.
14. Proof of and enrolment in SAM.gov and E-verify, include a copy of MOU for Employers with electronic verification by Department of Homeland Security.

15. Evaluation Criteria Summary - Provide summary information from the proposal to support assignment of points as enumerated in the *Evaluation Criteria* (as shown below).

NOTE: This list may not be all inclusive. Additional documentation may be required upon request by the County and dates (other than the RFP response deadline as noted herein) are subject to be revised to accommodate workflow.

**Evaluation Criteria:**

Proposals will be evaluated, but not necessarily limited to, the factors shown below. Points will be designated for each factor with a maximum score of 100 points based on the following criteria:

1. Responder's experience and specifically the experience and qualification of persons identified in the provision of services described herein with preparing a CP and a one year AP for another HUD Entitlement/Participating Jurisdiction using the eCon Planning Suite.

\_\_\_\_\_ 25 points

2. Responder is available to start work immediately and proposes to complete the required documents in accordance with a time efficient schedule to meet deadlines.

\_\_\_\_\_ 20 points

3. Responder's approach, plan of work, completion schedule, and overall understanding of the County's needs

\_\_\_\_\_ 25 points

4. Responder demonstrates a thorough understanding of the requirements and regulations governing the preparation of the CP and AP in accordance with applicable HUD guidelines and regulations.

\_\_\_\_\_ 15 points

5. Minority or Women owned Business

\_\_\_\_\_ 5 points

7. Section 3 Certified Business or Organization

\_\_\_\_\_ 5 points

8. The most cost effective proposal submitted

\_\_\_\_\_ 5 points

**Other Considerations:**

1. Proposals submitted after the time and date specified in this RFP will not be considered.
2. The County reserves the right to select the proposal most responsive to the County's needs. For proposals that are comparatively scored, price will be considered, but will not be the sole determining factor. The County further reserves the right to make an award from any of the proposals submitted to prepare both the CP, including PY25 AP or to prepare these documents separately. The County reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposals received.
3. All materials submitted in response to this RFP become the property of the County and will be returned only at the option of the County. The County reserves the right to use any or all ideas presented in any response to the RFP, and selection or rejection of the proposal does not affect this right.
4. After the initial review of proposals, the County may invite representatives of firms responding to this RFP to discuss the proposal with key personnel who would be engaged in the provision of services. Such interviews will be conducted for fact finding and explanation purposes and will not include negotiation. The County will not be liable for expenses incurred in attending/participating in any such interview.
5. The County will conduct contract negotiations with the firm whose proposal is deemed most responsive to the County's needs. Until the County acts formally to approve a contract, and until such contract is signed by both parties, the County is not legally obligated in any respect.
6. In the event the County does not find any proposals submitted in response to this RFP acceptable, it may reject all proposals and at its discretion re-open the proposal process and invite additional firms to submit proposals.
7. The successful responder must maintain all licenses, permits, and other authorizations necessary to provide the needed services as required by federal, state, or local laws.
8. A Certificate of Insurance evidencing the minimum requirements set out in Exhibit A must be provided to and accepted by the County prior to commencement of any work.
9. The successful responder will be required to indemnify, defend and hold the County, its officers and employees harmless from and against all losses, claims, suits or judgments, including payment of attorneys' fees and costs, incurred or asserted against the County as a result of or arising from the firm's negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.
10. The successful responder will be required to abide by Conflict of Interest that to the extent that such law is applicable to the duties to perform hereunder, it will comply with the provisions of all laws and regulations concerning conflict of interest.

**The Mobile County Commission does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, or any other characteristic protected under applicable federal or state law and is an equal opportunity employer.**

EXHIBIT A

INSURANCE REQUIREMENTS  
Consultant

Consultant, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Consultant and the MOBILE COUNTY COMMISSION (MCC) at limits and coverages specified herein. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the Consultant

The Consultant shall require any and all subcontractors and sub-subcontractors to maintain the same insurance as specified.

All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.

NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN RECEIVED BY MCC.

(a) Worker’s Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability       \$1,000,000 Each Accident  
  \$1,000,000 Each Employee  
  \$1,000,000 Policy Limit

(b) Commercial General Liability

Coverage on an Occurrence form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

The Consultant shall name MCC, its employees and agents as additional insured.

(c) Professional Liability/ Error & Omissions Liability – Coverage shall be provided at the following limits:

- Each Claim	\$ 1,000,000
- Aggregate	\$ 1,000,000

If coverage form is Claims Made, the Retroactive Date must be before services are provided to MCC. Coverage must be continuous for the duration of contract and continued for twelve (12) months after contract ends.

Deductible or Retention not to exceed \$10,000 without prior written approval of MCC.

Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by MCC PRIOR to commencement of any work on the contract. Each policy shall be endorsed to provide thirty (30) days written notice of cancellation to the MCC. MCC also if requested retains the right to obtain full copies of all insurance policies with 20 days upon written request.