DESIGN REVIEW GUIDELINES UPDATES
Pre-Proposal Q&A Meeting Summary
SEPTEMBER 16, 2024

1.   **Introductions**

The following City of Mobile staff were present.

Dreanetta Barnes (Grants Management)
Christine Dawson (Historic Development)
Tiffany Levy (Grants Management)
Marion McElroy (Build Mobile)
Don Rose (Purchasing)
Randy Threadgill (Grants Management)
Meredith Wilson (Historic Development)

The following interested firms were present.

Chronicle Heritage
Cushing Terrell

2.   **Key elements and dates**

Ms. Dawson outlined the key elements of the project, along with important deadlines and dates.

Exterior work at all properties within the locally designated historic districts is subject to review against the *Design Review Guidelines for Mobile's Historic Districts*, which were adopted in 2016. In the intervening 8 years, materials technology and preservation philosophy have evolved. For example, in September 2023, the National Park Service published an updated version of *Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors*. Furthermore, the ARB and MHDC have asked on multiple occasions for assistance in formulating revisions to the design guidelines related to specific topics. While the Historic Development staff possesses the expertise to accomplish the task, we do not have the bandwidth to make the needed updates.

The Design Review Guidelines Updates project will consist of the development of updates and additions to multiple sections of the existing guidelines to offer greater guidance on new and emerging technologies and building materials in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards). The project will include a review of the existing guidelines to make clear the difference between those based on the Standards and those that are suggested "best practices."

PROPOSED PROJECT SCHEDULE:

October 28, 2024 to November 29, 2024 = informational meetings & further scope definition

1. The chosen consultant will meet with
   - staff of the Historic Development Department,
   - the President of the Mobile Historic Development Commission (MHDC), and
   - the Chair of the Mobile Architectural Review Board (ARB).
2. The consultant will meet jointly with the Design Guidelines committees of the MHDC and the ARB to define goals and expectations, and to discuss the project scope.
3. The consultant will facilitate meetings of historic district stakeholders, including but not limited to
   - a joint meeting of architects, design consultants, and contractors who regularly provide services in locally designated historic districts, and
   - a joint meeting of not more than three (3) representatives of each of the City's seven (7) locally designated historic districts, to introduce the project, receive feedback, and answer questions.

November 4, 2024

MHDC regular meeting: The consultant will present an overview of the project and its goals.

- Public meeting

November 30, 2024 to February 14, 2025 = develop revisions

The consultant will develop the revisions and additions as outlined in the October - November 2024 meetings.

February 15, 2025

Draft revisions and additions will be due to the Historic Development Department.

March 7, 2025

Any comments or requests for changes will be delivered to the consultant.

March 8 – March 31, 2025

The consultant will respond to any comments received from the Historic Development Department and submit a revised draft to the Historic Development Department no later than **March 31, 2025.**

April 1, 2025 – April 15, 2025

The revised draft will receive final review, and any outstanding issues to be addressed by the consultant will be delivered to the consultant by **April 15, 2025**.

April 25, 2025

Final draft guidelines will be delivered to the Historic Development Department by April 25, 2025 for consideration and vote by the MHDC at their regular **May 5, 2025** meeting.

May 19, 2025

Assuming acceptance and ratification by the MHDC of the final version of the revised *Design Review Guidelines for Mobile's Historic Districts*, the consultant will deliver to the Historic Development Department

SELECTION TIMELINE:

Subject to change…

8/23/2024	Request for Proposals advertised
9/16/2024	Q&A Meeting with prospective applicants
9/19/2024	Summary of Q&A emailed to attendees9/16
9/23/2024	Final questions must be submitted via email to Christine Dawson before 12PM CDT
9/27/2024	Proposals must be submitted by candidate firms by 3PM CDT.
10/4/2024	Selection will be made.
10/21/2024	Target date for contract approval by City Council (the contract will be introduced at the October 1 Council meeting).
10/25/2024	Target date for NTP

3.   Questions

Q: The latest versions of the UEI, SAM, Risk Assessment, and FFATA forms were not included with the published RFP. Can they be made available?

A: Ms. Dawson will email the forms to all attendees. [The forms were sent out on the afternoon of 9/16.]

Q: Would the revisions and updates need to be made in the style and format established in the InDesign files of the existing guidelines?

A: Yes, they should be consistent with the existing style and format. The Historic Development Department has the InDesign files and will provide them to the selected consultant.

Q: Which specific sections of the design guidelines are to be revised/updated.

A: The chapters dealing with additions and changes to existing historic structures are the main areas

that need attention. Windows are a frequent issue, and building technologies change rapidly. New construction in historic districts is also an area of concern.

CURRENT DESIGN GUIDELINES:
https://www.buildmobile.org/pdf/Mobile_HD_DesignGuidelines_FINAL_pdf_9-20-16_pdf.pdf

CONTACT INFORMATION:
Christine Dawson
Director, Historic Development Department
christine.dawson@cityofmobile.org
251-208-7998

CITY OF MOBILE

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT ("FFATA")
DISCLOSURE STATEMENT

Effective Date of Agreement _____

Award Description/Title_____

Entity Completing Form_____

Entity DUNS Number_____ **http://fedgov.dnb.com/webform**

Address_____

City, State, Zip+4_____

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS Number belongs) receive (1) 80 percent or more of your annual gross revenues is U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

YES ☐   NO ☐   **If yes, answer next question.**

If no, stop here and sign form and return to the City of Mobile Office of Grants Management

Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this DUNS Number belongs) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)), or Section 6104 of the Internal Revenue Code of 1986?

YES ☐   NO ☐   **If no, answer next question.**

If yes, stop here and sign form and return to the City of Mobile Office of Grants Management

Provide the following information for the five (5) most highly compensated executives in your business or organization (the legal entity to which this DUNS Number belongs):

Name	Position Title	Total Compensation Amount for the Entity's Last Complete Fiscal Year

_____   _____   _____
Signature   Title   Date

_____
Typed Name of Signature

CITY OF MOBILE
UNIQUE ENTITY IDENTIFIER (UEI) DOCUMENTATION AND VERIFICATION FORM

Name of Organization _____

UEI Number _____

IF YOUR ORGANIZATION DOES NOT HAVE A UEI (FORMERLY DUNS) NUMBER, PLEASE READ THE INFORMATION BELOW AND CHECK THE BOX IF YOU INTEND TO OBTAIN ONE

Information about Your UEI Number and Instructions to Obtain Your UEI Number

The Federal Funding Accountability and Transparency Act (FFATA) requires all applicants seeking Federal sub-grants and/or sub-contracts to have a UEI number. Please refer to Title 2 of the Code of Federal Regulations Part 25.100 (2 CFR Part 25.100). The Federal government uses UEI numbers to better identify related organizations receiving funding under grants and cooperative agreements and to provide consistent name and address data for electronic grant application systems.

☐ **Obtain a UEI Number** – A UEI or Unique Entity Identifier Number a unique, nonindicative 9-digit number issued and maintained by SAM.gov that verifies the existence of a business entity globally. After you receive a UEI Number, your business will be listed in the SAM.gov database.

1. **If you have already registered or are unsure**, log onto **https://sam.gov/search/?page=1&pageSize=25&sort=-ModifiedDate&sfm%5Bstatus%5D%5Bis_Active%5D=true** and enter your Business Name and click **SEARCH**. The site will display the results of your search and provide an option to send your UEI Number via email if you are registered.

2. **To obtain a UEI Number**, register by logging onto **https://sam.gov/content/home**. (If you visit a site that attempts to charge you for obtaining a UEI Number, you are at the wrong site because registering for a UEI Number is completely free and is usually created within one (1) business day.

FOR OFFICE OF GRANTS MANAGEMENT USE ONLY

UEI NUMBER VERIFIED   YES ☐   NO ☐
Date: _____
Performed by: _____
Position Title: _____
Department: _____
Contract/Grant Number: _____
Federal Award Number: _____

CITY OF MOBILE

SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION PROCESS

The System for Award Management verifies businesses through the U.S. Department of Treasury and the U.S. Department of Homeland Security to prevent fraud.

All entities submitting proposals or receiving payments from the City of Mobile through federal grants and/or contracts are required to obtain a UEI Number and register with the System for Award Management (SAM). No proposals will be accepted, nor contracts executed nor payments made to vendors until verification of UEI Number and SAM registration by the City of Mobile is complete.

OVERVIEW

- The System for Award Management (SAM) is an official website of the U.S. government.
- There is no cost to use SAM. You can use this site for FREE to:
  - ✓ Register to do business with the U.S. government
  - ✓ Update or renew your entity registration
  - ✓ Check status of an entity registration
  - ✓ Search for entity registration and exclusion records

GETTING STARTED

- You must have an active registration in SAM to do business with the Federal Government or with the City on projects funded through federal grants.
- To register in SAM, at a minimum, you will need the following information:
  - ✓ Your UEI (FORMERLY DUNS) Number
  - ✓ Legal Business Name and Physical Address
  - ✓ Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
  - ✓ Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

FOR ADDITIONAL INFORMATION,
PLEASE CONTACT THE CITY OF MOBILE OFFICE OF GRANTS MANAGEMENT at (251) 208-6853.

Risk Assessment

Please select only one checkbox for each question.

Does the agency receive ≥ 25% in non-Federal funding?	Less than 25% in non-Federal Funding	☐
	25% - 50% in non-Federal Funding	☐
	> 50% in non-Federal Funding	☐

| Non-Profits Only: Does the agency seek additional funding through regular fundraisers? | Yes | ☐ |
| | No | ☐ |

If no, please explain.

| Is the entity new to operating or managing state and/or federal funds (has not done so within the past 5 years)? | Yes | ☐ |
| | No | ☐ |

If yes, please explain.

| Is this program new for the entity (managed for fewer than 3 years)? | Yes | ☐ |
| | No | ☐ |

| Has there been high staff turnover or agency reorganization that affects this program? | Yes | ☐ |
| | No | ☐ |

| Are the staff assigned to the program inexperienced with the program (worked with the program for less than 2 funding cycles)? | Yes | ☐ |
| | No | ☐ |

| Does the agency have a new Executive Director and/or new Financial Officer (within last 2 years)? | Yes | ☐ |
| | No | ☐ |

| Does the agency/entity have or previously had a lawsuit(s) filed against them (within the last five years)? | Yes | ☐ |
| | No | ☐ |

If yes, please explain.

Has any of the agency's staff been jailed, convicted of a felony, or are currently under criminal investigation?	Yes	☐
	No	☐

If yes, please explain.

Is the agency/entity currently or previously been suspended or debarred?	Yes	☐
	No	☐

If yes, please explain.

Does the agency have a financial management system in place to track and record the program expenditures? (ex: QuickBooks, Peachtree, or Custom Proprietary System)	Yes	☐
	No	☐

Does the accounting system identify the receipts and expenditures of program funds separately for each award?	Yes	☐
	No	☐

Does the agency have loans to help meet its cash needs?	$0	☐
	≤ $50,000	☐
	> $50,000	☐

N/A

Is the agency delinquent in paying any obligations?	Yes	☐
	No	☐

Has it been more than one year since the agency received a single audit? (If required)	Yes	☐
	No	☐

If yes, please explain.

Were there any audit findings?	Yes, 5+	☐
	Yes, 1 - 4	☐
	No	☐

If yes, please explain.

CERTIFICATION: I hereby certify that, to the best of my knowledge, the provided information is complete and correct. I have the requisite authority and information to make this certification.

Signature of the preparer: _____

Date: _____