



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**

**CITY OF MOBILE
DESIGN REVIEW GUIDELINES UPDATES**

1.0 INTRODUCTION:

The City of Mobile is soliciting competitive proposals from qualified cultural resource consulting firms and individuals interested in providing professional preservation planning and public meeting facilitation services.

2.0 DESCRIPTION OF PROJECT:

The City of Mobile, a Certified Local Government (CLG), is home to seven (7) locally designated historic districts. Exterior work at all properties within these districts is subject to review against the *Design Review Guidelines for Mobile's Historic Districts*, adopted in 2016. 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."

3.0 SCOPE OF WORK & DELIVERABLES:

- a. October 14, 2024 to November 15, 2024 – The selected consultant will meet separately with (i) staff of the Historic Development Department, (ii) the President of the Mobile Historic Development Commission (MHDC), and (iii) the Chair of the Mobile Architectural Review Board (ARB). 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. The consultant will facilitate meetings of historic district stakeholders, including but not limited to (i) a joint meeting of architects, design consultants, and contractors who regularly provide services in locally designated historic

districts and (ii) 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. The consultant will prepare minutes of all such meetings, to include specific action items related to revisions and additions to the existing guidelines and submit such minutes to the Historic Development Department by close of business on November 29, 2024.

- b. November 4, 2024 – The consultant will present an overview of the project and its goals to the MHDC at their regularly scheduled meeting.
- c. November 16, 2024 to January 31, 2025 – The consultant will develop the revisions and additions as outlined in the October - November 2024 meetings. Draft revisions and additions will be submitted to the Historic Development Department by close of business on January 31, 2025.
- d. February 28, 2025 – Any comments or requests for changes will be delivered to the consultant by close of business on February 28, 2025.
- d. March 1 – March 30, 2025 – The consultant will respond to any comments received from the Historic Development Department by making any requested changes and submit a revised draft to the Historic Development Department no later than close of business on March 31, 2025.
- e. 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 close of business on April 15, 2025.
- f. April 25, 2025 – The final draft guidelines will be delivered to the Historic Development Department by the consultant by close of business on April 25, 2025 for consideration and vote by the MHDC at their regular May 5, 2025 meeting.
- g. 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 digital versions of the revisions and additions seamlessly folded into the 2016 document (InDesign and PDF) and five (5) hard copies by close of business on May 19, 2025.

4.0 PROPOSAL REQUIREMENTS:

Firms interested in performing the work will be considered on the basis of a written response to the Request for Proposals (RFP). All proposals should be organized in the following manner:

FORMAT

- Proposals shall be presented on 8 ½" x 11" paper in portrait format.
- Proposals shall use 11-point font size.

- Proposals shall be in a format and sequencing commensurate with the RFP (in the order the requirements are listed).
- Proposals shall include a table of contents.
- All text shall be clear of binding.
- The proposal shall be printed on one side of each page.
- Each page of the proposal text (exclusive of cover page, resumes, disclosure of legal and administrative proceedings and financial condition, or required attachments) shall include identification of the project name, respondent's name, and page number.

1. Cover Letter

The Statement of Interest must include a cover letter accompanying the Statement and acknowledging receipt of any issued amendments to the RFP. For delivery, the letter should be addressed to:

**Christine Dawson
Historic Development Department
200 Government St., 2nd Floor, Mobile, AL 36602**

Or mailed to:

**Christine Dawson
Historic Development Department
P.O. Box 1827, Mobile, AL 36633**

- The letter should indicate a primary contact for the Statement and that person's title, address, phone number, and email address.
- The letter should introduce the Respondent's project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team and include relevant professional certifications for each. The project lead and team members involved in analysis, research, and writing revisions and additions must meet the Secretary of the Interior's qualification standards for architectural history.
- The letter should include a general statement of prior experience and proposed approach for this project distinguishing why the Respondent is the most suitable choice for this research and recording effort.
- The letter should include the statement that the Project Team is willing to complete the Project in a timely manner.

2. Conceptual Approach & Methodology

Describe the respondent's technical approach to completing the items identified in the Scope of Work, Section 3.0, specifically addressing the following.

- a. Any anticipated complexities, challenges, or problems inherent in the scope of work
- b. Approaches and philosophy for dealing with challenges or problems
- c. Experience with facilitating internal and external stakeholder meetings

3. Experience and Background

Firms interested in performing the work will be considered on the basis of a written response to the RFP. All applicants must submit their qualifications and list any prior experience with projects similar in nature and scope to the above services being requested. The following information must be submitted in written form:

- a. Statement of registration of the firm, including a general description of the firm, including but not limited to services offered, number of employees, office locations, and years in business.
- b. Statement of the names and duties of the individuals who will be involved in this project (when performing professional services and their applicable experience).
- c. Statements of qualifications of individuals who will perform professional work.
- d. Statement as to professional standing including any pending controversies. If none exists, such a statement should be made.
- e. Provide information about past projects that demonstrate experience and ability to provide the services outlined in the scope of work, for which the proposed project key personnel were key personnel, including
 - 1) Project name and description of the work, the client for whom the work was performed, the location/jurisdiction of the work, and the dates of performance;
 - 2) Client reference with name, position, address, and telephone number;
 - 3) Total contract gross amount (and firm amount, if different);
 - 4) Key project staff (principal, day-to-day project manager, key technical staff, etc.), and
 - 5) proposed vs. actual schedule and budget.

Do not include projects for which key project personnel are no longer employed with the firm. Projects in this section should only be listed if proposed key personnel for this project performed the work.

- f. Statement of experience within the local jurisdiction, with the Alabama Historical Commission (AHC), and knowledge of local standards and specifications.

- g. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
- h. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources.
- i. Statement as to whether or not the firm is operating on a sound fiscal basis.
- j. Statement of where work other than meeting facilitation will actually be accomplished.

4. Project Team / Level of Participation

The Statement of Interest shall provide the following information so that it can be clearly understood by the Evaluation team.

- Identify key Project Team members with responsibility for leading main project tasks, including the percentage of time each is expected to commit through the duration of the planning process.
- Identify key Project Team members that qualify as a Disadvantaged Business Enterprise (DBE), including the percentage of time each is expected to commit through the duration of the planning process.
- Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability and decision-making hierarchy.
- Identify hourly rates for individuals involved in the project.

5. Proposed Budget and Fee Proposal

- The proposed budget breakdown and total fee should closely mirror the scope of work and Deliverables shown in Section 3.0 above. The proposed total fee should not exceed the allotted grant funding through the Alabama Historical Commission's CLG Grant of \$23,718.50.

6. Additional Information

The respondent is invited to describe any particular aspects of its organization or proposal which, by way of background, experience, or unique qualifications, or other basis, sets it apart from the competition in its ability to accomplish this particular scope of work.

5.0 SUBMITTAL OF PROPOSALS:

Please submit three (3) copies and one (1) electronic version to:

**Christine Dawson
Historic Development Department
200 Government Street, 2nd Floor, Mobile, AL 36602**

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

Any items submitted as part of a response to this RFP shall become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may or may not be required to clarify any portions of the proposal.

Timeline:

Following is a tentative schedule for the selection process. The schedule is subject to change.

8/23/2024	Request for Proposal advertised
9/3/2024	Q&A Meeting with prospective applicants
9/5/2024	Q&A Summary emailed to attendees
9/9/2024	Final questions must be submitted via email before 12PM CST
9/13/2024	Proposals submitted by candidate firms by 3PM CST.
9/20/2024	Selection
10/8/2024	Target date for contract approval by City Council
10/11/2024	Target date for notice to proceed

PLEASE NOTE: Presentations will NOT be conducted in conjunction with this Request for Proposals.

6.0 OTHER CONDITIONS:

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
2. The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
3. Furnish proof of Insurance as follows:
 - a) General Liability Insurance each in the minimum amount of:
 - Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - Property Damage - \$1,000,000 per occurrence, or
 - Combined single limit - \$1,000,000
 - b) Automobile Liability Insurance each in the minimum amount of:
 - Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - Property Damage - \$1,000,000 each occurrence, or
 - Combined single limit - \$1,000,000

- c) Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
 - Combined single limit - \$1,000,000 each occurrence for bodily injury and/or property damage
 - Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
 - Professional Liability Insurance in the minimum amount of \$1,000,000.
- 4. Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.
- 5. *Waiver of Subrogation* - All policies of insurance shall be endorsed to waive rights of subrogation in favor of the City of Mobile.
- 6. *Additional Insured* - All policies of insurance shall be endorsed to name the City of Mobile as an Additional Insured.
- 7. *Primary Insurance* - All policies of insurance shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by the City of Mobile.
- 8. *Certificates of Insurance* - Prior to commencement of the work, consultant shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.
- 9. *Project Funding* - Costs for this project will be paid with CLG grant funding through the Alabama Historical Commission and City of Mobile matching funds. Selected contractor will be required to comply with all applicable federal and state laws.
- 10. *Minority Business Enterprise and Women Business Enterprise* - Any contract awarded must comply with the Disadvantaged Business Enterprise (DBE) contracting requirements outlined in "Attachment A" to this solicitation. MBE and/or WBE individuals/firms are encouraged to respond to this solicitation.
- 11. **The completion of the following forms is required with submission of the RFP package:**
 - a. Federal Funding Accountability and Transparency Act ("FFATA") Disclosure Statement
 - b. Unique Entity Identifier (UEI) Documentation and Verification Form
 - c. Provide proof of System for Award Management (SAM) Registration
 - d. Risk Assessment Questionnaire
- 12. All respondents will be required to certify that they are not on the Federal list of debarred contractors and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other

monies due. Selected contractor will also have to provide evidence of required insurance, a City of Mobile business license, and enrollment in the E-Verify program.

7.0 MISCELLANEOUS

1. RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. In the event that a mutually agreeable contract cannot be negotiated between the consultant and the City, the City reserves the right to select an alternate consultant.
3. The City of Mobile reserves the sole right to (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
4. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract by City Council to the recommended team.
5. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.)

8.0 Evaluation Factors

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

- 1. Cover Letter / Comprehensive Project Team (5%)**
 - A. Completeness of information on proposed project team.
 - B. Succinctness and ingenuity of the statement of approach.
 - C. Timeliness of approach.
- 2. Conceptual Approach & Methodology (25%)**
 - A. Demonstration of methods for soliciting community input, comments and suggestions during project development.
 - B. Strategy for identifying revised and additional guidance.
 - C. Strategy for completing the work in a timely manner.
- 3. Experience and Background (25%)**
 - A. Diversity of expertise of key team members.

- B. Years of experience in undertaking similar historical and archaeological research and documentation efforts by key team members.
- C. Demonstrated team experience engaging diverse communities.
- D. Demonstrated team experience in completing projects of the scale and complexity envisioned, from project conception through completion and assessment, on budget and on schedule.
- E. Provision of at least two references.

4. Project Team / Level of Participation (20%)

- A. Roles, availability and time allocation of key Project Team members are clearly defined and reasonable, including DBEs.
- B. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

5. Proposed Budget and Total Fee for Services (25%)

9.0 QUESTIONS AND CONTACT

1. Q&A Meeting

A Q&A meeting will be hosted by project managers and appropriate City staff on 9/3/2024. A summary of this meeting will be emailed to participants on 9/5/2024.

2. Additional Questions

Any written questions on the RFP should be submitted in writing via email to christine.dawson@cityofmobile.org and include a return email address. All written questions must be submitted by 12PM CDT on 9/9/2024. Copies of questions and answers will be shared with all respondents who request to be copied and provide a return email address to the Christine Dawson by 5 PM CDT on 9/11/2024.

Attachment A

Minority Business Enterprise and Women Business Enterprise Contracting Requirements

Attachment B

Map of Locally Designated Historic Districts in Mobile

ATTACHMENT A



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact the Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor
Mobile, Alabama 36604

Bidders and Proposers – Please complete and submit these forms as required by your City of Mobile Bid or Proposal Specification.

If you are submitting a proposal in response to a Request for Qualifications, Request for Proposal, or other solicitation (“Solicitations”) issued by the City of Mobile, the bid specification may require you to utilize disadvantaged business enterprise (“DBE”) subcontractors and suppliers. If DBE participation is required, you must complete and submit these forms with your proposal. If required, failure to submit this form will render your bid non-responsive. NOTE: To satisfy participation requirements for a federally funded project, you must utilize DBEs certified through the Alabama Unified Certification Program.

If DBE participation is required, and you fail to satisfy the participation requirement, you must show that you made a good faith effort to include such participation; you will be required to submit DBE Compliance Form 2 and include additional information if needed. Failure to adequately address the good faith effort factors on Form 2 when required will render your bid or proposal unresponsive. The “good faith effort” factors on Form 2 are not intended to be mandatory, exhaustive, or exclusive.

When preparing this form, you are encouraged to work with the City of Mobile Supplier Diversity Manager. Please consult with the City Supplier Diversity Manager for a list of eligible DBEs. The “good faith effort” factors on **Form 2** are not intended to be mandatory, exhaustive, or exclusive; they are a tool to help you, and the City of Mobile, determine whether you made efforts that, by their scope, intensity, and appropriateness to the objective, would reasonably be expected to fulfill the participation requirement.

About “**DBEs**”: Disadvantaged business enterprise or DBE means a for-profit small business concern (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

About “**Good Faith**” **Effort**: Good faith efforts means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team.

Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsive.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
 Subcontracting and Major Supplier Plan

Contact the Office of Supplier Diversity for questions on completing this form.
 Via email: Archnique.kidd@cityofmobile.org
 251.208.7967
 205 Government Street, 5th Floor
 Mobile, Alabama 36604

FORM 1: Background and Plan

Section I. Information about your company

Company	
Address	
Telephone	
E-Mail	

RFP/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Workforce demographics	Male _____ Female _____ Minority _____ Non-minority _____ SDVO _____ Total #of Employees _____

Subcontractor/Major Supplier Plan submitted by:

Printed Name: _____

Signature: _____ Date: _____

Title: _____

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

Name: _____ Title: _____

Email: _____ Phone: _____



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Form 2: Good Faith Effort Documentation

Name of Bidder: _____

Contact Person: _____ Phone _____ Email _____

Please complete this form if you are unable to identify DBE subcontractors or suppliers to reach 15% of the value of your bid.

YES (<input type="checkbox"/>)	NO (<input type="checkbox"/>)	Did you do these suggested areas for DBE recruitment and engagement
		PRE-BID MEETING(S): The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		CMDBE/ALDOT DBE LIST(S): The bidder utilized the Office of Supplier Diversity's list or lists of certified through the Alabama Department of Transportation UCP DBE Listing
		SMALL CONTRACT(S): The bidder selected specific portions of the work to be performed by DBEs to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation). Support services, including insurance, accounting, temporary labor, transportation, landscaping, and janitorial, should be considered potential areas for DBE use.
		FOLLOW-UP: The bidder followed up on initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		GOOD FAITH NEGOTIATIONS: The bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities. Bidders are not expected to engage unqualified subcontractors or subcontractors whose pricing, after negotiation, remains excessive or unreasonable. (Please document qualification deficiencies or unreasonable pricing if it prevented your engagement of specific DBE subcontractors.)
		ADVERTISEMENT: The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		INTERNET ADVERTISING: The bidder advertised DBE and/or subcontracting opportunities in the newspaper or other internet portals that are accessible to DBEs and/or potential subcontractors.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

		INFORMATION: The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		WRITTEN NOTICE(S): The bidder/proposer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		COMMUNITY RESOURCES: The bidder/proposer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.

CONTRACT RECORDS:

The bidder/proposer has maintained the following records for each DBE that has bid on the subcontracting opportunity:

1. Name, address, email address and telephone number
2. A description of information provided by the bidder/proposer or subcontractor; and
3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job.

Section 2(B)

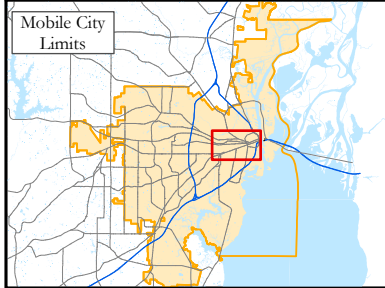
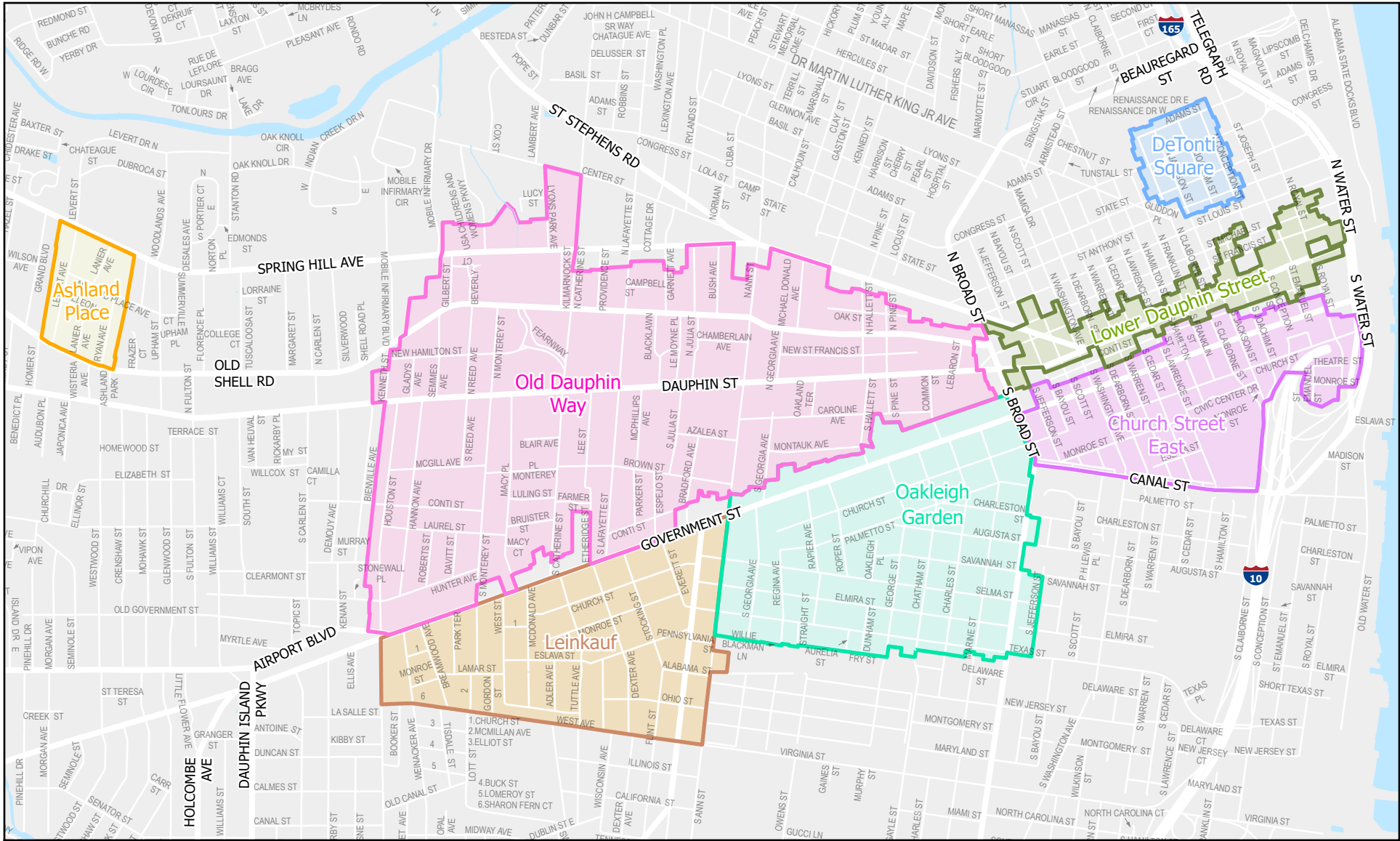
_____ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers. Provide further detail in Section 2(c) if the inability to break-out 15% of the value of the contract was the reason, or a reason, you could not meet the participation requirements.

_____ Could not find sufficient DBEs to provide subcontracting or supplier services.

_____ DBEs were available but did not have sufficient qualifications or experience to meet the needs of this contract.

Please indicate additional efforts you have taken to recruit and engage DBEs. _____

ATTACHMENT B



Mobile Architectural Review Board

Historic Districts

<p>Historic Districts *</p> <ul style="list-style-type: none"> Ashland Place DeTonti Square 	<ul style="list-style-type: none"> Church Street East Lower Dauphin Street 	<ul style="list-style-type: none"> Leinkauf Oakleigh Garden 	<ul style="list-style-type: none"> Old Dauphin Way
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The City of Mobile cannot verify the accuracy or currency of its digital base map. The City of Mobile makes no representation or warranty as to its accuracy, and in particular, its accuracy of labels, dimensions, or placement or location of any map feature thereon. Do not make business or legal decisions based on this data before validating your decision with a registered land surveyor.

For more information on the Architectural Review Board, please visit www.mobilehd.org
251.208.7201

Prepared By:
City of Mobile
GIS Department
Create Date: 11/16/2020

* NOTE: The ARB Districts are local historic districts and may differ from the National Register of Historic Districts.