



DEPARTMENT OF COMMUNITY & HOUSING DEVELOPMENT

REQUEST FOR PROPOSALS PROJECT MANAGEMENT AND PROFESSIONAL SERVICES

The City of Mobile is soliciting proposals from qualified firms and individuals to perform project management and other related professional consulting and planning services related to the implementation of the Community Development Block Grant Coronavirus Response Funds (CDBG-CV), provided by the U. S. Department of Housing and Urban Development and other program funds.

The services will consist of the identification of eligible tax delinquent parcels with structures that the City can acquire through its Neighborhood Renewal Program, estimating the scope of work to be done to fully rehabilitate the structure for occupancy, coordinating and subcontracting rehabilitation work as necessary, applying for permits and acting as the agent for the City for necessary authority to rehabilitate property on the City's behalf, tracking costs related to each rehabilitation for reasonableness, and generally managing any construction sites during rehabilitation.

Through the City's Neighborhood Renewal Program, the City intends to purchase tax deeds within eligible redevelopment areas. The firm or individual selected from this RFP, will be contracted to manage all aspects of the rehabilitation of each property from site identification to certificate of occupancy, if required. The City will retain its ownership interest throughout the rehabilitation process. Once rehabilitation is complete, the City plans to then enter into a lease-purchase agreement with eligible residents affected by COVID-19 or those who have been evicted due to a loss of income or job since the pandemic began.

Firms and individuals interested in performing the work will be considered on the basis of a written response to this Request for Proposals. All applicants must submit their qualifications and list any prior experience with Federal and State programs, especially CDBG projects and/or other HUD or Federal agency related projects, particularly projects similar in nature and scope to the above services being requested. Proposals will be expected to include how Section 3 certified firms and individuals will be included either as a partner firm, sub-contractor, or employee for work to be provided. For more information on individuals or firms that have been certified as Section 3 by the City, please contact the City of Mobile Supplier Diversity Office at 251-208-7632.

Proposals will be rated according to the following criteria:

- ✚ Prior experience rehabilitating single family scattered site property – 25 pts
- ✚ Professional Qualifications and Management Team Structure– 25 pts
- ✚ Experience with management of projects of similar scope, including those utilizing federal funding – 25 pts
- ✚ Proposed fee structure, budget, and estimated timeline for completion on a per unit basis– 25 pts
- ✚ Due to the permitting process, each proposer is required to submit a copy of its teams documentation verifying they have a licensed homebuilder as part of their proposal to be deemed responsive, unless otherwise exempt from such license.
- ✚ The City will also require a list of board members for any entity that is being included in the Management Team to insure no conflicts of interest.

The City anticipates up to 40 houses to be funded with the first round of funding and the average cost charged to the City for management services will be no more than \$5,000 per rehabilitation or \$10,000 per reconstruction. The City also anticipates that the project management firm or individual will carry all projects cost, but that all reasonable pre-approved costs related to any rehabilitation will be reimbursed on a mutually pre-determined cycle. The City is alternatively available to review proposals that include alternative payment mechanisms such as other land the City owns in exchange for a discount in fees associated to project management.

All proposals will be evaluated in accordance with the evaluation criteria shown above. The City of Mobile reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process.

Proposals shall be submitted in a properly sealed envelope, contain an original signature (*fax and email copies are not accepted*) and marked on the outside of the envelope, **Proposal for Project Management Professional Services.**

Proposals May Be Mailed or Hand Delivered to:

**City of Mobile
The Government Plaza
Community & Housing Development
Attention: KEN KNOX
205 Government Street
South Tower · Fifth Floor · Suite 514
Mobile, AL 36602**

Proposals Must Be Received No Later Than 4:00 p.m. on November 20, 2020.

For further information, please contact Ken Knox at (251) 208-6293 or via email at ken.knox@cityofmobile.org