

# **REQUEST FOR PROPOSALS**

## **City of Mobile**

Professional Consulting and Implementation Services for  
Disaster Recovery (CDBG-DR) Grant

### **INTRODUCTION**

The City of Mobile (“City”) has been awarded Community Development Block Grant – Disaster Recovery (CDBG-DR) funds through a subrecipient agreement with the Alabama Department of Economic and Community Affairs (ADECA). As part of the award, the City was required to submit and have approved by ADECA a Local Recovery Plan (LRP) that outlines overall disaster recovery need, an analysis of long-term recovery project types and mitigation efforts that can be taken to reduce future disaster impacts, and an analysis of neighborhood architectural features to act as a developer guide during rebuild efforts. The ADECA funds are being provided as part of an allocation of CDBG-DR funds from the U.S. Department of Housing and Urban Development (HUD) in response to Hurricanes Sally and Zeta that occurred in 2020.

The City of Mobile is seeking implementation support to assist in the delivery of projects that have been identified in the LRP and which are consistent with ADECA’s CDBG-DR Action Plan for these funds. Implementation support will include compiling information to be submitted to ADECA through its HHMID Activity Profile Form and other future required submittal forms, file management, inspection services, project underwriting and budgeting services, and ad hoc duties as assigned in furthering the grant through completion of the various selected projects.

The City of Mobile is seeking proposals from Proposers that have specific experience and qualifications in the areas identified in this solicitation, in particular experience with CDBG and CDBG-DR. For consideration, proposals must contain evidence of the Proposer’s experience and abilities in the specified area and other disciplines directly related to the proposed service.

The current ADECA approved LRP Budget for the City of Mobile is:

Housing:	\$32,334,137
Infrastructure:	\$20,814,900

Within the above approved budget a minimum of \$7,972,355 is set aside for mitigation.

### **QUALIFICATIONS**

The Proposer must demonstrate to the complete satisfaction of the City that it has the necessary facilities, expertise, staffing, financial, and other resources to provide the services specified herein in a satisfactory manner. The Proposer must also provide its past history and references which demonstrate the Proposer’s qualifications. The City may contact references and perform additional research and inquiries deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to demonstrate at the discretion of the

City that the Proposer is qualified to carry out the obligations of the contract and to complete the work described therein.

## **SCOPE OF WORK**

### **A. General Statement:**

City of Mobile requests proposals for services providing Professional Consulting and Project Implementation Services for Disaster Recovery and all activities related to the CDBG-DR allocations provided by ADECA to City of Mobile.

### **B. Supporting Data:**

The City of Mobile's approved Local Recovery Plan will be utilized to determine eligible projects/programs. The LRP can be found on the City's website at <https://www.cityofmobile.org/uploads/241114043403MobileLRPFinal2024-11-07.pdf>. The City has also received various multi-family housing proposals through a separate RFP. Those proposals will be shared with the awarded consultant once under contract. Additional information on the project types that are program-eligible can be found in the current version of the LRPP guidelines on [ADECA's disaster recovery website at https://adeca.alabama.gov/cdbg-disaster-recovery/2020-dr-local-recovery/](https://adeca.alabama.gov/cdbg-disaster-recovery/2020-dr-local-recovery/). It is anticipated that the City will expend the majority of its available funding by the middle of 2028.

### **C. Specifically, City of Mobile requests the following services to be provided:**

#### **Project Delivery Support**

- Compile data and prepare documents for submission to ADECA, including using the HHMID Activity Profile Form.
- Environmental review document preparation and support.
- Project accounting supportive services, including review of invoices for payment and reimbursement.
- Project underwriting.
- Preparation of monthly, quarterly, and other time sensitive reports due to ADECA.

#### **Implementation and Project Management Support**

- Project file management.
- Inspection services.
- Various ad hoc administrative type duties that are eligible as project delivery.

## **TIMELINE**

It is expected that the Professional Consulting and Project Implementations Services for Disaster Recovery process will begin in June 2025.

- RFP Issued: May 9, 2025
- RFP Responses due: May 30, 2025 by 4:00 p.m.

- Selection of Consultant: June 6, 2025

The City of Mobile reserves the right to make adjustments as needed to the above schedule. If the RFP response due date is modified, it will be formally published via addendum at least 72 hours prior to the new date.

### **SUBMISSION REQUIREMENTS**

A consultant, firm, or combination thereof wishing to submit a proposal must include the following in their response:

- A brief history of the proposing entity, including general background, knowledge of housing, knowledge of disaster recovery, and experience working with relevant agencies.
- A listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFP statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
- Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.
- References including contact information for at least three organizations.
- At least one (1) example of work.
- A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

### **EVALUATION CRITERIA**

Evaluation of the Proposer's qualifications shall include:

- Capacity:** The ability, capacity, skill, financial, and other necessary resources to perform the work or provide the service required; and
- Work Proposal:** The ability to accomplish the items referenced in this RFP through an assessment of work hours proposed, skill of assigned staff, approach to be taken in completing scope of work, and previous experience with similar funding types; and
- Cost:** Presentation to the City that the fee proposed is of a reasonable and acceptable nature for the services to be performed; and
- Timely Performance:** The ability to perform the work or provide the services promptly or within the time specified, without delay or interference; and
- Past Performance:** The quality of performance of previous contracts or services, including judgment, ability, skill, and presentation.

### **SCORING CRITERIA**

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

25% Capacity to perform the services established

25% Proposal for accomplishing the tasks listed in Scope of Work

25% Cost

15% Ability to perform the work or provide the service in the timeframe provided  
10% References

## **QUESTIONS**

Please direct all questions to: [James.Roberts@CityofMobile.org](mailto:James.Roberts@CityofMobile.org). All questions should be submitted at least 72 hours prior to the response deadline for this RFP.

## **RFP SUBMISSION PROCESS**

Proposal deadline: Proposals must be received no later than May 30, 2025 by 4:00 p.m. Sealed proposals must be received in the City of Mobile's Neighborhood Development Department at the address referenced below. Submittals should include three hard copies including signatures. No proposals received by fax or e-mail transmission will be accepted.

NEIGHBORHOOD DEVELOPMENT DEPARTMENT  
Room 508 – 5<sup>th</sup> Floor, South Tower  
Government Plaza  
205 Government Street  
Mobile, Alabama 36602

Proposing entities must note on the outside of their proposal package:

REQUEST FOR PROPOSALS  
CITY OF MOBILE  
NEIGHBORHOOD DEVELOPMENT DEPARTMENT  
CDBG-DR IMPLEMENTATION SERVICES