

Request for Proposals (RFP) for Planning Consultant Services Africa Town Neighborhood Revitalization Plan

Bid#NRP2015-1

Section 1 – Introduction and Project Overview

The City of Mobile, Alabama’s Community and Housing Development (CHD) Department requests Proposals from interested and qualified Proposers to include a planning consulting team (Consultant) to assist in the development of a Neighborhood Revitalization Plan (Africa Town Plan), a plan that will set the direction for creating a 21st Century Africa Town neighborhood that is environmentally, socially, and economically sustainable. The Africa Town neighborhood is listed in the National Register of Historic Places and is locally designated requiring all new work to be approved by the Architectural Review Board. Plans must respect the historic nature of the area while striving to create a vibrant contemporary neighborhood.

The goals of the Africa Town Neighborhood Revitalization Plan/Strategy are to:

- a. Prepare a detailed and illustrated Plan of the community’s vision for Africa Town, utilizing an extensive community outreach and public engagement process to gain input from diverse populations such as property owners, residents, the homeless, merchants, neighbors, community stakeholders, technical experts, and government officials. This Plan will be realistic and market-based. While the Plan will provide an ultimate 3 to 5-year vision for the Africa Town community, it will also contain a “how to” prescription detailing the incremental steps needed to implement the overall vision.
- b. Stage or sequence the transformation of the community as a vital, mixed-use, sustainable community, while preserving, restoring, and enhancing valued community assets and characteristics. This effort will include an analysis of existing conditions and current socio-economic dynamics with a focus on identifying barriers to revitalization. This effort should include an analysis of previous planning documents, past grant applications, and neighborhood needs assessments in order to identify the steps or sequence of steps needed to tear down those barriers in the future.
- c. Address problems of affordable housing, blight and vacant properties, fair housing, high unemployment rate and low graduation rates, crime, transportation, land use and urban form, and identify opportunities for preservation and celebration of historic structures, events and people that have been a part of Africa Town.
- d. Align the Africa Town Plan with the educational, economic, workforce development, health, sustainability and business strategies of the City and the Region to ensure that neighborhood assets that serve this area provide improved access to residents, students, workers, and customers, and incentivize further investment in the community.

Nothing in this RFP shall be construed to create any legal obligation on the part of CHD or any respondents. CHD reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall CHD be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from CHD for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the sole property of CHD. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

This RFP is being emailed to prospective bidders, will be posted on the City of Mobile website (www.cityofmobile.org), and will be advertised in the Mobile Press Register. CHD encourages qualified firms to apply.

Section 2 – Pre-Proposal Meeting and Submission Information

A mandatory pre-proposal meeting will be held at 10:00 am on March 20, 2015 at the following location:

Architectural and Engineering Conference Room
City of Mobile
205 Government Street
5th Floor, South Tower
Mobile, AL 36602

All proposals must be received by 4:00 pm on April 10, 2015 at the following address:

Nigel Roberts, Senior Director
City of Mobile, CHD Department
205 Government Street
5th Floor, South Tower, Suite 514
Mobile, AL 36602

Proposals must be submitted in a sealed envelope and shall be labeled “Proposal for Neighborhood Revitalization Planning Services.” Please submit five (5) copies and one (1) USB disk of your proposal with any attachments.

It is the policy of the City of Mobile to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the City of Mobile. Consultants are required to make “Good Faith Efforts” to sub-contract, where applicable, with or purchase supplies from M/WBE. The consultant shall keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

All respondents will be required to certify that they are not on HUD’s 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.

Section 3 – Approach/Scope of Work and Deliverables

For the purpose of this RFP, the planning area will be limited to the Africa Town Neighborhood. This area will be referred to as “Section A.” A map of Section A is attached as Exhibit 1.

Your cost proposal for this project is not to exceed \$50,000, including all travel, materials, time and delivery and fees for all task described in the scope.

The consultant will be required to obtain information and documentation needed to prepare the Africa Town Neighborhood Plan/Strategy. Below is the outline of what should be included in the Africa Town Plan In preparation of the Africa Town Neighborhood Plan/Strategy, the consultant, at a minimum will:

- Meet with the City staff, residents Business Partners and City Council to discuss the planning process, expectations for the preparation of the revitalization plan/strategy, update progress and present final report. The consultant should plan to conduct an initial meeting, a mid-point meeting and a final report meeting.
- Conduct a "kick-off meeting" to gather input from neighborhood residents, business and property owners on developing the revitalization strategy.
- Conduct a "final report" meeting with all stakeholders to provide them with a summary of the goals, objectives and recommendations of the Plan.

Primary deliverables include the following:

I. EXECUTIVE SUMMARY	II. INTRODUCTION & METHODOLOGY	III. EXISTING CONDITIONS	IV ACTION PLAN**	V IMPLEMENTATION PLAN
<ul style="list-style-type: none"> • Plan Summary • Document Overview • Neighborhood Vision Statement 	<ul style="list-style-type: none"> • Purpose of the Plan • Planning Process • Neighborhood Location • Plan Area Boundaries • Historic Overview 	<ul style="list-style-type: none"> • Demographic Profile • Zoning & Land Use • Transportation & Mobility • Economic Development • Health & Safety • Physical Conditions Survey • Summary • Challenges and Opportunities 	<ul style="list-style-type: none"> • Economic Development • Housing • Historic Preservation • Public Safety • Infrastructure • Parks, Open Space & Recreation • Environment & Health • Land Use & Zoning 	<ul style="list-style-type: none"> • Strategies & Project Details • Preliminary Budgets • Timeline

Section 4 – Proposal Requirements

All proposals should be organized in the following manner:

A. Contact Information

Name, address, phone number, and email of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included and identified. If proposers bid as a team, bidder must identify team members as well as the key point of contact for CHD staff. Each person’s role and responsibilities must be identified.

B. Experience

Provide the names of all personnel (including all firms/known contractors and associated personnel partnering in this project) who will be assigned to work with CHD, including education and previous professional experience on projects of a similar size and scope. Also describe your experience working with municipalities and neighborhood groups.

Describe experience working on local, state and federally-funded projects as well as experience working on neighborhood revitalization plans. Include total project budgets and dates for cited experience.

C. Project Timeline

Provide a projected schedule for completion with key milestones identified.

D. Budget/Fee Proposal

Budget shall include any and all travel, materials, time and delivery and all fees for tasks described in the Scope of Work.

D. Professional References

Provide a minimum of two complete references (name, title, address, phone number, and email) that CHD may contact to verify services rendered or currently being provided.

After written proposals have been reviewed, discussions with prospective firms may or may not be required to clarify any portions of the proposal.

Each bidder should visit the site of the proposed work and fully acquaint themselves with the existing conditions.

Section 5 – Evaluation and Anticipated Schedule

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

a) Consultant’s qualifications and experience, including references (3)	25 pts
b) Methodology and understanding of the Scope of Work.	25 pts
c) Schedule for Completion/Ability to Complete Work in a Timely Manner	25 pts
d) Budget/Fee Proposal	10 pts
e) Project Team	15 pts
f) MWBE /tie breaker bonus	5 pts
Total Points	100 pts

CHD reserves the right to negotiate with the selected contractor on both content and budget issues to ensure compliance with City of Mobile codes and cost considerations. CHD shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the project.

Qualified firms must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. **Questions regarding this request for proposal should be directed to:**

P. Nigel Roberts , Senior Director
City of Mobile Department of Community and Housing Development
205 Government Street, 5th Floor, RM 514, P. O. Box 1827
Mobile AL 36633-1827
PH: (251) 208-6293
nigel.roberts@cityofmobile.org

This RFP will be governed by the following schedule:

RFP Release	March 4, 2015
Pre-Submittal Conference	March 20, 2015 at 10:00 a.m.
Proposals Submittal	April 10, 2015 by 4:00 p.m.
Evaluation Committee Selection	April 24, 2015
Notification of Award	April 27, 2015 (anticipated)

Proposals must be submitted in accordance with the instructions in Section 2 of this RFP. Incomplete proposals and proposals received after the deadline will not be considered.

ATTACHMENT - MAP



AFRICATOWN

CITY OF MOBILE

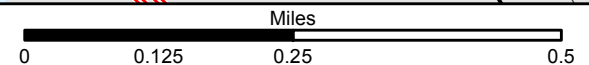
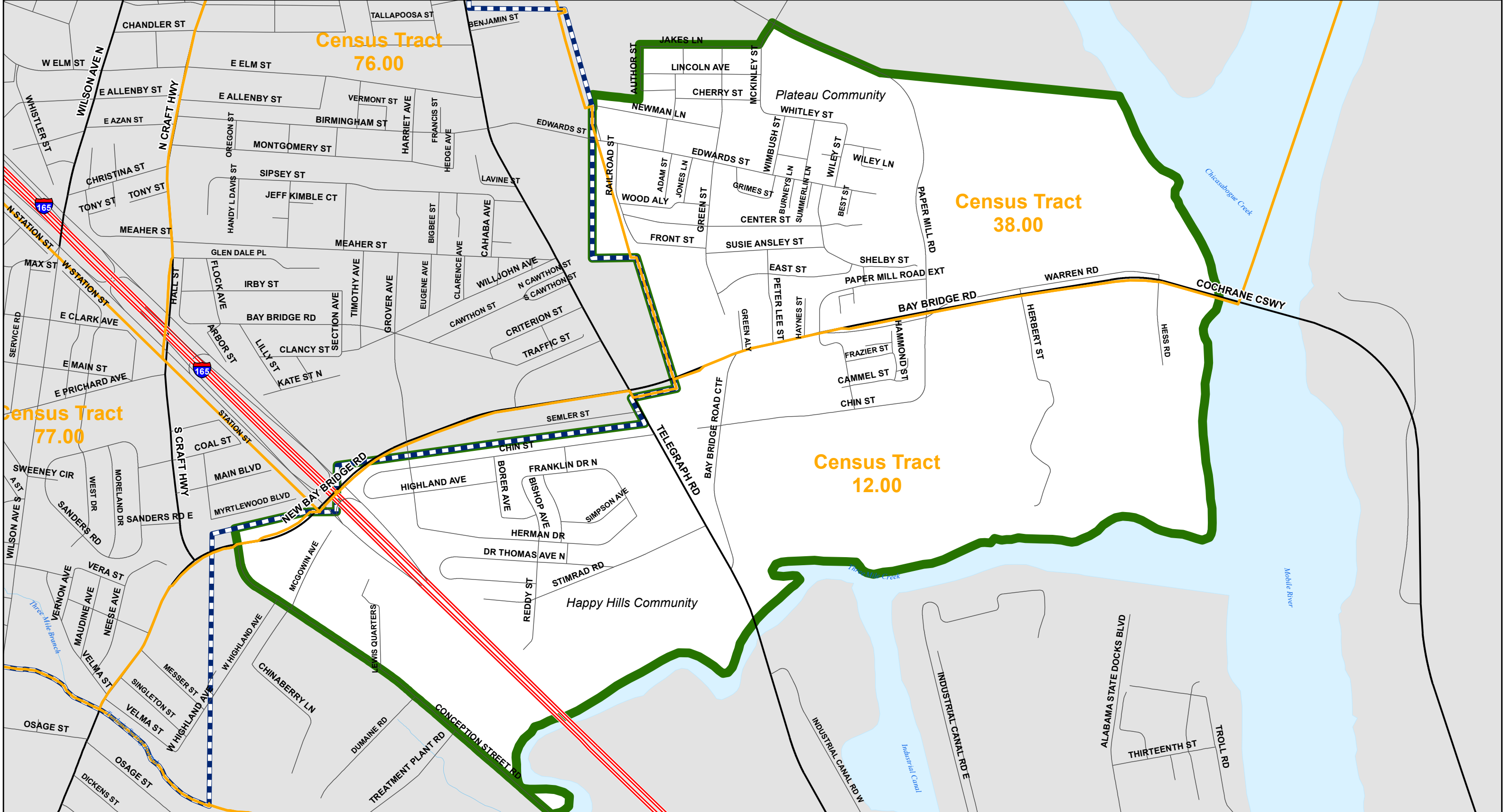
- Roads
- Major
- Interstate
- Tunnel
- Stream
- Africatown
- Mobile City Limits
- Water
- 2010 Census Tracts

CONTACT INFORMATION

Prepared by:
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 205 Government Street – Mobile, Alabama 36602
 Phone: 251.208.7943 – Email: gis@cityofmobile.org
<http://maps.cityofmobile.org>



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Print Date: 1/17/2013

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