

**City of Mobile Department of Community Planning and Development
P. O. BOX 1827, Mobile, AL 36633-1827
PH: (251) 208-6293**

**REQUEST FOR PROPOSALS
(Time is of Essence)
PUBLIC NOTICE**

DATE: August 12, 2011

CITY OF MOBILE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

RFP#: FHC2011

The City of Mobile, Alabama is accepting proposals and statements of qualifications for the selection of a Consulting firm to prepare Analysis of Impediments to Fair Housing Choice in Mobile. The last Analysis of Impediments was prepared in 2005. Many facts and issues regarding fair housing have already been established. Therefore, for the purpose of this study, it is recommended that Consultants carefully review the 2005 Analysis before preparing the proposal. A copy is posted on the city's website at www.cityofmobile.org. Consultants are expected to take the availability of these prior studies and materials into consideration in developing fee schedules.

Instructions for preparation and submission of qualifications and fee proposals are contained in this package.

A **pre-proposal meeting** will be held on Monday, **August 22, 2011, from 4:00 p.m. -5 p.m., at the Pre-Council Meeting Room, Ground Floor, 205 Government Plaza, South Tower.** Interested proposers are encouraged to attend.

All proposals are due in the Office of the Director, Department of Community Planning and Development, 205 Government Street, 5th Floor, Room 514, P. O. BOX 1827, Mobile, AL 36633-1827 **no later than 5:00 P.M., CDT., on Friday, September 16, 2011.** **No electronic submission is allowed.**

Thank you for your interest in doing business with the City of Mobile.

This study is supported with funds from the U.S. Department of Housing and Urban Development

SECTION I
INFORMATION & INSTRUCTIONS

1.0 Submission Requirements:

1.1 Proposals shall be submitted in accordance with the instructions detailed in the cover letter and elsewhere in this document. All proposals shall be in a sealed envelop marked **RFP#FHC2011 Impediments to Fair Housing Choice Study**. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

1.2 Proposal Format:

Proposals shall be submitted in the following format and include the following information at a minimum:

- a) Qualifications of Proposer using attached Statement of Qualifications
- b) A narrative describing proposer's methodology and understanding of the work.
- c) Example of comparable completed studies and work with contact names.
- d) Schedule for completion of work
- e) Fee Proposal per instructions in Section III, #3.0 (Page 10)
- f) Minority/Women Business Enterprise Documentation
- g) Certifications

1.3 It is the sole responsibility of the **PROPOSER** to assure that the entire Request for Proposal has been received.

1.4 Proposers will be notified in writing of any change in the specifications contained in this RFP.

1.5 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City of Mobile. No employee of the City of Mobile is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. **All questions shall be directed to Alexander Ikefuna, Director, Department of Community Planning and Development at (251) 208-6293, or ikefuna@cityofmobile.org.**

1.6 Right of Rejection and Clarification:

The City of Mobile reserves the right to reject any and all proposals and to request clarification of information from any proposer. The City of Mobile is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

1.7 Request for Additional Information:

Prior to the final selection, proposers may be required to submit additional information which the City may deem necessary to further evaluate the proposer's qualifications.

1.8 Denial of Reimbursement:

The City of Mobile will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.9 Gratuity Prohibition:

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Mobile for the purpose of influencing consideration of this proposal.

1.10 Right of Withdrawal:

A proposal may not be withdrawn before the expiration of thirty (30) days from the proposal due date.

1.11 Right of Negotiation:

The City of Mobile reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

1.12 Right of Rejection of Lowest Bid:

The City of Mobile is under no obligation to award this project to the lowest bidding proposer. Evaluation criteria included in this document shall be used in evaluating proposals.

1.13 Exceptions to the RFP:

It is anticipated that proposers may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the

ramifications of the exceptions for the City of Mobile, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

1.14 Indemnification:

Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Mobile, its employees, and agents, from any liability of any nature or kind in regard to the delivery of this services.

1.15 Rights to Submitted Material:

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the City of Mobile when received.

1.16 Basis of Award: Proposals will be evaluated according to the following criteria at a minimum:

a) Proposer’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) Fee Proposal	10 pts
e) Project Team	15 pts
Total Points	100 pts

Proposals shall be evaluated by a Selection Committee. The Selection Committee may, at its option, request any or all proposers to make oral presentations to the Selection Committee.

1.17 Liability and Insurance:

Proposer must furnish a certificate of insurance showing that insurance policies, including professional liability coverage, are carried in amounts acceptable to the City of Mobile.

1.18 Experience and Qualifications:

Proposers must provide evidence of experience with projects of similar scope. The Proposer shall have experience in HUD Consolidated Housing and Community Development planning, fair housing, affordable housing, demographic and socio-economic analysis, community input and involvement process. The Consultant must be able to build a coalition of stakeholders, as

well as work with the private sector, grassroots and nonprofit organizations, appropriate city departments (Community Planning & Development, Legal Department and City Attorney, Mobile County Government, Mayor and City Council).

Proposer shall be adept at preparing Analysis of Impediments to Fair Housing Choice and Fair Housing Plan, and have experience with housing discrimination issues.

Where sub consultants are part of the team for determining qualifications, proposer shall include qualifications for each sub consultant.

Statements of qualifications will be used in conjunction with the submitted proposal to determine selection of the successful applicant. A statement of qualification form is part of this package and must be completed as part of the response. Additional information may be submitted as desired.

1.19 Fee Proposals:

Fee proposals shall be submitted in a **separate sealed envelope** using form provided in Section III, by the same deadline and in compliance with the same requirements as the proposal. Envelope shall be marked “Fee Proposal for Impediments to Fair Housing Choice Study”. Fee proposals shall only be opened from those proposers considered to be qualified.

1.20 Copies:

An original and four copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

1.21 Contacts:

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:**

Alexander Ikefuna, Director
City of Mobile Department of Community Planning and Development Programs
205 Government Street, 5th Floor, RM 514, P. O. Box 1827
Mobile AL 36633-1827
PH: (251) 208-6293
Email: ikefuna@cityofmobile.org

1.22 Contract:

Contract with a successful proposer shall be executed using a standard City Agreement between Owner (CITY) and Consultant.

1.23 Compliance with Laws:

In connection with the furnishing of supplies or performance of work under the contract, the Consultant agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

1.24 Minority/Women Business Enterprise (MWBE) Policy:

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. Proposers are required to make “Good Faith Efforts” to subcontract, where applicable, with or purchase supplies from M/WBEs. The proposer shall keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

The proposer shall also submit the attached notice of non-discrimination with their proposal and complete the participation schedule.

SECTION II
SCOPE OF WORK

2.0 **Background:** The U.S. Department of Housing and Urban Development (HUD) requires that local entitlement communities and grant recipients, such as the City of Mobile, conduct an Analysis of Impediments (AI) to Fair Housing Choice study. This study is to be the factual basis for increasing housing choice and satisfying the fair housing requirements of HUD. Potential impediments could arise out of issues or practices that result from one of these seven status categories: (race, age, sex, religion, disability, familial status and national origin). HUD has outlined the following seven broad areas that must be reviewed as part of the Impediments to Fair Housing Choice study: 1) demographics; 2) employment characteristics; 3) transportation forms and access; 4) income characteristics; 5) advertising; 6) housing characteristics; and 7) public policies and programs.

2.1 **Intent of the Study**

The intent of this RFP is to select a qualified consultant who will conduct Analysis of Impediments to Fair Housing Choice. Community input and participation will be essential part of the study. The completed study will include recommended actions and programs designed to eliminate barriers to fair housing, which will be submitted to the City Council for adoption, and subsequently to the U.S. Department of Housing and Urban Development (HUD) for approval. The study will serve as fulfillment of a federal requirement, and will enable the City to receive federal housing funds.

2.2 **Scope of Work shall include the following:**

- a. Facilitate at least three community stakeholders Town Hall meetings. This must follow appropriate notification process, for example, direct mail to stakeholders, and public notice in the newspaper. Stakeholders include key community leaders, including those in financial lending community, local real estate and housing provider industries, developers, service providers, appropriate city departments, community organizations neighborhood residents (renters and buyers).
- b. Review the 2005 Impediments to fair Housing. Copy will be provided by the City.
- c. Analysis of the following elements:
 - i. Jurisdictional data on demographics, income, employment, housing profile, and maps.

ii. Evaluation of Jurisdiction(s) current fair housing legal status. This may include complaints, finding of discriminations, trends and patterns, and problems related to fair housing choice.

iii. Identify and describe impediments to fair housing choice in the City of Mobile. This should be broken down to three components:

1. Public Sector:

- Zoning and site selection
- Neighborhood revitalization, municipal and other services, and employment, housing and transportation linkage
- Public Housing Authority/Housing Board and other assisted/insured housing provider tenant selection procedures; housing choices for certificates and voucher holders
- Sale of subsidized housing and possible displacement.
- Property tax policies
- Planning and zoning boards
- Building codes (accessibility)
- Other

2. Private Sector

- Lending policies and practices

3. Public and Private Sector

- Fair housing enforcement
- Informational programs
- Visitability in housing

d. Assessment of existing public and private fair housing programs and activities in the City of Mobile.

e. Conclusions and recommendations. This should include findings, strategies designed to eliminate barriers to fair housing choice, available resources and institutional structure to implement the recommendations.

f. Development of five-year work program and timeline for implementation.

2.3. Presentation of Report – Consultant shall:

- Compose and publish a written report on the above scope of work.
- Produce maps, visuals and graphics as required in the Scope of Work.
- Coordinate and make public presentations to the community stakeholders regarding findings and recommendations of the Study.

- Make presentations to the Mayor and City Council regarding the findings and recommendations of the Study.
- Provide one reproducible copy and ten bound copies of the final report, as well as a digital version on computer disk or flash drive in Microsoft Word format. *(All draft and final versions of this study, including, but not limited to, written reports, chapters, maps, charts, correspondence, survey results, exhibits, and related documentations, shall be the property of the CITY OF MOBILE and shall not be reproduced, utilized or distributed without the express written permission of the CITY).*

2.4 Schedule and Fee Proposal to include meetings, research and data review, all stipulations in the Scope of Work, presentation of findings, submittal to City and City Council approval costs, completion time for each element of the project. **Time is of the essence. Preference will be given to Consultants who can complete the study in a shorter period of time.** The completion dates should be tied to mutually agreed upon benchmarks, deliverables, payments and approval by HUD. Final payment shall be contingent upon HUD approval of the Analysis of Impediments to Fair Housing Choice.

SECTION III

FEE PROPOSAL

3.0 Fee proposals shall be submitted on this form in a **separate sealed envelope** clearly marked **“Fee Proposal for Analysis of Impediments to Fair Housing Choice Study,” RFP #FHC2011, according to the same deadlines and requirements for the proposal,** and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

Fee Proposal shall include any and all travel and per diem charges and shall include all fees for tasks described in the Scope of Work.

I have read and understand the requirements of this proposal **RFP #FHC2011** and agree to provide the required consultant services in accordance with this proposal and all attachments, exhibits, etc.

(Insert your Fee Proposal here)

SUBMITTED BY:

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP:** _____

TELEPHONE: (_____) _____ **Fax:** (_____) _____

E-MAIL: _____

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, age, sex, national origin, or gender in connection with any bid submitted to the City of Mobile or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Mobile to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Signature: _____

Title: _____

SECTION IV

CONSULTANT STATEMENT OF QUALIFICATIONS (Use additional paper if necessary. This section must be submitted with the proposal, or the proposal will not be considered)

Name of Firm: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

1. Name of Principal Consultant:

2. Education of the Principal Consultant:

3. Experience of the Principal Consultant:

4. How long has your firm been engaged in the consulting business?

5. List job titles, qualifications, licenses and certificates of all associates on the project team:

6. Describe any special characteristics of your organization that make it an outstanding candidate for the project:

7. If your firm is selected as the consultant for the project now under discussion, would your firm's services be immediately available? Yes: () No: ()

8. Could you provide uninterrupted and continuous services until the project is completed, adopted by the Mayor and City Council, and approved by HUD? Yes: () No: ()

9. Would any part of the project be subcontracted? If so, please list the portions with all subcontractors to be used and provide the same information requested in (5, 6, 7, and 10) for each subcontractor.

10. Please attach a list of similar studies and/or projects which your firm has conducted during the past five years, giving date of contract, name of agency for which the work was performed, and describe scope of work, name of agency's contact and phone number, and scope of project.

11. Provide schedule for the completion of the proposed project.

12. List any professional awards for similar projects which have been made to your firm or to members of your firm who will participate in the in the proposed project:

13. State any other qualifications of yourself and your organizations which especially qualify you as consultants or would enable your organization to render a distinctive service:

(Signed)

(Date)

Firm