



City of Mobile
Community Planning and Development Department
205 Government Street
Mobile, AL 36602

REQUEST FOR PROPOSALS
PUBLIC NOTICE
February 8, 2013

CITY OF MOBILE DISPARITY STUDY
Request for Proposal
No. DS2013

Time is of the essence. Preference will be given to Consultants who can complete the study in a shorter period of time.

The City of Mobile, Alabama is accepting proposals and statements of qualifications for the selection of a Consulting firm to conduct a detailed “Disparity Study” of the general purchasing and contracting practices of the City of Mobile, Mobile County, Mobile County Board of Education, The Airport Authority, Mobile Area Water & Sewer System, Mobile County Health Department, Mobile Chamber of Commerce, Mobile Housing Board and other agencies that receive performance contracts from the City of Mobile. The major objective is a *Disparity Study of the City of Mobile and the entities listed above Procurement of Goods and Services, including Engineering, Design and Construction* with the intent of helping “the governing bodies assure that their procurement methods and practices are fair to all segments of the City of Mobile’s population.” The ultimate goal of the study is to determine if a significant statistical disparity exists between the percentages of available, qualified minority-owned and woman-owned contractors in the industry and the percentages of contract dollars awarded to such firms by the City of Mobile, local government and quasi government agencies. An equally important goal is to determine the impact of purchasing and contracting practices on Micro-Enterprises and Small Businesses owned by women and minorities based in the City of Mobile.

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

A **pre-proposal meeting** will be held on **Monday, February 18, from 4:00-5:00 p.m., at 205 Government Plaza, South Tower 5th Floor, Suite 233**. Interested parties 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 4:00 P.M., CDT. on Friday, March 8, 2013.** **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#DS2013 City of Mobile Alabama Disparity Study**. Consultants shall file all documents necessary to support their proposal and include them with their proposal. Consultants 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 consultant using attached Statement of Qualifications
- b) A narrative describing consultant'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 11)
- f) Minority/Women Business Enterprise Documentation
- g) Certifications

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

1.4 Participants 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 participant. 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, participants may be required to submit additional information, which the City may deem necessary to further evaluate the participant's qualifications.

1.8 Denial of Reimbursement:

The City of Mobile will not reimburse participant 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:

Consultants 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 participant 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 consultant. Evaluation criteria included in this document shall be used in evaluating proposals.

1.13 Exceptions to the RFP:

It is anticipated that consultant's 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:

Consultant, 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 consultant 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) 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) Fee Proposal	10 pts
e) Project Team	15 pts
Total Points	100 pts

A Selection Committee will evaluate proposals. The Selection Committee may, at its option, request any or all consultants to make oral presentations to the Selection Committee.

1.17 Liability and Insurance:

Consultant 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:

Consultant must provide evidence of experience with projects of similar scope. The consultant shall have experience in disparity studies, minority and women owned businesses, demographic and socio-economic analysis, and community input and involvement process. The Consultant must be able to build a coalition of stakeholders.

Consultant shall be adept at preparing Analysis of Disparity between large and small businesses, and have experience with minority and women business discrimination issues.

Where sub consultants are part of the team for determining qualifications, consultants 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 The City of Mobile Disparity Study”. Fee proposals shall only be opened from those consultants 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
205 Government Street, 5th Floor, Suite 514,
Mobile AL 36602
(251) 208-6293
Ikefuna@cityofmobile.org

1.22 Contract:

Contract with a successful consultant 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 (M/WBE) 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. 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.

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

SECTION II SCOPE OF WORK

2.0 Objectives:

The City of Mobile is seeking to determine if their current practice of procurement of goods and services is fair to all segments of the population of the City of Mobile. To meet this objective the study must address the following issues:

1. a) Disparity between the number of minority-owned and women owned businesses which are qualified to perform construction and renovation contracts and provide goods and services for the City of Mobile, Mobile County, Mobile County Board of Education, Mobile Airport Authority, Mobile Area Water & Sewer System, Mobile County Health Department, Mobile Chamber of Commerce, Mobile Housing Authority and agencies that receive performance contracts from the City of Mobile.
- b) The utilization by the City and the above listed entities of those firms in such contracts and procurement activities.
2. a) Is disparity the product or result of institutional procurement practices and policies or other factors? What are the other factors?
- b) Considering the nature and extent of disparity, can such disparity be ameliorated?

2.1 Intent of the Study

The intent of this RFP is to select a qualified consultant who will conduct Disparity Analysis to determine if disparity exists in awarding contracts to and acquiring goods and services from minority and woman owned businesses. Comparison of purchasing from The City of Mobile, local government and quasi government agencies to determine adverse impact on small minority and woman owned businesses. **Data should include activities for 2010-2012.**

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 the financial lending community, Non profit economic development entities, provider industries, developers, service providers, major contractors, local government agencies & sub-contractors, appropriate city departments, community organizations, neighborhood residents, minority black owned businesses, minority-women owned businesses and others.

b. Procedures to collect and analyze data for the study.

- Archival research
- Legal review of evidential requirements for disparity studies
- Review and analysis of contracts and vendor lists.
- Review and analysis of contracting policies and procedures;
- Review and analysis of documents, reports, statutes, regulations, studies, news articles, and manuals;
- Review and analysis utilization and availability data.

c. Technical Approach:

The design and implementation of this study should be guided by the research requirements of each element identified in the request for proposal, scope of work. In meeting the requirements, the following work tasks are necessary.

1. Finalize work plan
2. Review existing data (2010-2012)
3. Establish study data parameters
4. Review purchasing, contracting, and M/WBE policies, procedures, and practice
5. Conduct utilization analysis
6. Determine the availability of qualified firms
7. Conduct surveys of available firms
8. Obtain evidence of disparity
9. Develop recommendations for program and policy revisions
10. Prepare final report

d. Jurisdictional data on demographics

Analyze **M/WBE** revenue, employment, business profile, and maps.

- Evaluation of Jurisdiction(s) current MWBE program legal status. This may include complaints, finding of discriminations, trends and patterns, and problems related to disparity.
- Identify and describe disparity in contracting and procurement in the City of Mobile, local government and quasi government agencies. This should be broken down into three components:
 1. Public Sector:
 - Summarize City, County, Board of Education, Airport Authority, Housing Authority and other relevant case law affecting MWBE programs.
 2. Private Sector
 - Contracting policies and practices with selected utility firms.

3. Public and Private Sector

- Presents analyses and findings on MWBE utilization, availability, and disparity in the procurement of goods and services in the public and private sector.
 - Informational programs
- e. **Assessment** of existing public and private disparity programs and activities in the City of Mobile.
- f. **Conclusions and recommendations** - This should include findings, strategies designed to eliminate barriers to disparity, available resources and institutional structure to implement the recommendations.

2.3 Presentation and Organization of the Report

Consultant shall:

- Present the methodology for the analyses used in conducting the various portions of the disparity study.
- Present the findings on business size and location
- Present the analyses of race-neutral and gender-neutral programs
- Compose and publish a written report on the above 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 project team's conclusions 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 for approval costs, and completion time for each element of the project.

SECTION III

FEE PROPOSAL

3.0 Fee proposals shall be submitted on this form in a **separate sealed envelope** clearly marked **“Fee Proposal for the City of Mobile Disparity Study,” RFP#DS2013, according to the same deadlines and requirements for the proposal,** and include the name of the consultant. Fee proposals will only be opened if after the initial evaluation, consultant 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 #DS2013** and agree to provide the required consultant services in accordance with this proposal and all attachments, exhibits, etc.

(INSERT YOUR FEE PROPOSAL HERE OR ATTACH SEPARATELY)

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 there from.
- (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 were 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? 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