



**REQUEST FOR QUALIFICATIONS  
NUISANCE ABATEMENT CONSULTANT SERVICES  
DM-100-17**

**I. Introduction**

The City of Mobile (“City”) Architectural Engineering Department (“AE”) is seeking qualifications for Consultant Services from qualified Architectural Firms for management of projects related to demolition and/or securing of Nuisance Abatement properties. Preference will be given to a qualified firm that can start promptly, devote sufficient time, and expedite successful and timely completion of the Projects.

**II. Scope of Work**

The Nuisance Abatement consultant will work closely with the City of Mobile, Architectural Engineering Department Project Manager and the Municipal Enforcement Department to conduct site visits, prepare bidding documents, contracts and manage identified projects in efforts to promote the elimination of blight within the City of Mobile. Some of duties will include the following:

1. Consultant receives project folder from AE (after AE has received project info from the Municipal Enforcement Department and created folder including project number(s), and AE has prepared and sent Utility letters disconnect;
2. Consultant coordinates site visits with Municipal Enforcement and AE Project Manager;
3. Consultant Evaluates site and scores structure based on established criteria to determine secure or demolish, makes field notes and photographers to use in preparation of bidding documents;
4. Consultant verifies scoring results with AE Project Manager and prepares bid package(s);
5. Consultant conducts Pre-Bid conference on-site with potential bidders;
6. Consultant reviews bids & makes award recommendation (City oversees bid opening, prepares bid tab, sends contracts to contractors, gets contractual information/signatures, routes contracts for City execution and issues contractor Notice To Proceed;
7. Consultant observes work during project, discusses issues and makes any recommendations to City for changes to scope and verifies completion;
8. Consultant receives and reviews Pay Applications (during and at the end of project) and verifies receipt of all required Close-Out documents.

Consultant services should begin immediately after a contract has been awarded. The award of the Professional Services contract will be dependent on funding.

**III. Required Professional Qualifications**

Architecture Firms interested in performing the work will be considered on the basis of a written

response to the Request for Qualifications. All applicants must submit their qualifications and provide detailed responses to the following:

1. Statement of the names, duties and qualification of the individuals that will be involved in this project and their resumes.
2. Statement of previous consultant experience with similar Projects.
3. Statement of previous consultant experience with City of Mobile, Mobile County or the State of Alabama.
4. Statement of availability and adequacy, in both number and quality of staff, to perform all functions required for the proposed service.
5. Statement of company's qualifications, as applicable, as a Minority and/or Disadvantaged Business Enterprise.

#### **IV. Submittal of Proposals**

Questions concerning this Request for Qualifications should be directed to Gary Jackson, at (251) 208-7596, or at [gary.jackson@cityofmobile.org](mailto:gary.jackson@cityofmobile.org) Qualifications will be received until 3:00 pm local time on Friday, January 20, 2017. Qualification information may be e-mailed or provided in hard copy to: City of Mobile, Architectural Engineering Department, 205 Government Street, Suite S-554 (P. O. Box 1827, Mobile, Alabama 36633). Attn: Gary Jackson

#### **V. Other Requirements**

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
2. Have an established local business office. This office shall be open and staffed for business during normal business hours Monday through Friday. Telephone and fax communication shall be available at all times.
3. The consultant professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
4. Furnish Certificate of Insurance as follows:
  - a.) General Liability Insurance on a per project basis with contractual liability, each in the minimum amount of:  
Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and  
Property Damage - \$1,000,000 per occurrence, or  
Combined single limit - \$1,000,000
  - b.) Automobile Liability Insurance for all autos, each in the minimum amount of:  
Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and  
Property Damage - \$1,000,000 each occurrence, or  
Combined single limit - \$1,000,000
  - c.) Excess/Umbrella and Employer's Liability Insurance following form for types (a) and (b) above and in the minimum amount of:  
Combined single limit - \$2,000,000 each occurrence for bodily injury and/or property damage
  - d.) Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
  - e.) Professional Liability Insurance in the minimum amount of: \$1,000,000.
  - f.) Waiver of Subrogation - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.
  - g.) Additional Insured - All policies of insurance, except those referenced under item 4.d, shall be endorsed to name City of Mobile as an Additional Insured

h.) Primary Insurance - All policies of insurance, except those referenced under item 4.d, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

i.) Certificates of Insurance – Within ten (10) days of provision of contract documents for signatures, Consultant shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

5. Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.

This Request for Proposals is available on the City of Mobile website at [www.cityofmobile.org](http://www.cityofmobile.org), and at the Department of Architectural Engineering, Government Plaza, 205 Government Street, 5<sup>th</sup> Floor South Tower, Suite 554, Mobile, Alabama.