



## **REQUEST FOR QUALIFICATIONS PROFESSIONAL SERVICES**

### **CITY OF MOBILE MOBILE RIVER NATIONAL REGISTER NOMINATIONS**

#### **1.0 INTRODUCTION:**

The City of Mobile is soliciting statements of interest from qualified maritime historical and maritime archaeological consultants interested in providing professional maritime historical and maritime archaeological reports and administrative services.

#### **2.0 DESCRIPTION OF PROJECT:**

The Mobile River National Register nomination project will consist of identifying, recording, and evaluating significant archaeological and historical sites including Twelvemile Island Ship's Graveyard, the CSS Huntsville, and CSS Tuscaloosa. The project will also include research on the Clotilda to nominate it as a National Historic Landmark (NHL). After collecting data and research, nominations will be produced for Twelvemile Island Ship's Graveyard, CSS Huntsville, CSS Tuscaloosa, and the Clotilda. The Twelvemile Island Ship's Graveyard will include the waters of Twelvemile Island's eastern channel, encompassing eight known wrecks and any potential wrecks that may exist within the boundaries that have not yet been documented.

#### **3.0 SCOPE OF WORK & DELIVERABLES:**

1. Complete National Register drafts and submit to Alabama Historical Commission National Register Coordinator and State Archaeologist for review.
2. In coordination with City of Mobile staff and the Alabama Historical Commission, draft and execute an engagement process about draft and process with the public, local community, and other interested parties.
3. Finalize Final National Register drafts. Present National Register nominations to Alabama National Register Review Board.
4. Coordinate with City of Mobile staff and the Alabama Historical Commission to submit first draft of research of NHL nomination. Make any necessary changes to National Register nominations.

5. Finalize research for NHL draft.

#### **4.0 PROPOSAL REQUIREMENTS:**

Firms interested in performing the work will be considered on the basis of a written response to the Request for Qualifications (RFQ). Please limit this section to no more than 10 pages. All proposals should be organized in the following manner:

##### **1. Cover Letter**

The Statement of Interest must include a cover letter accompanying the Statement and acknowledging receipt of any issued amendments to the RFQ. The letter should be addressed to:

**Shayla Jones Beaco, Executive Director  
Build Mobile  
205 Government Street, 3rd Floor, Mobile, AL 36602**

- The letter should indicate a primary contact for the Statement and that person's title, address, phone number, and email address.
- The letter should introduce the Respondent's project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team and include relevant professional certifications for each.
- The letter should include a general statement of prior experience and proposed approach for this project, distinguishing why the Respondent is the most suitable choice for this research and recording effort.
- The letter should include the statement that the Project Team is willing to complete the Project in a timely manner.

##### **2. Conceptual Approach & Methodology**

Give a brief description of the methods that will be used to accomplish the following tasks.

- a. Identify, research, and document shipwrecks.
- b. Engage local community, city staff, stakeholders, and non-profits.
- c. Prepare National Register district nomination for the Twelvemile Island Ship's Graveyard.
- d. Prepare individual National Register nomination for the CSS Huntsville.
- e. Prepare individual National Register nomination for the CSS Tuscaloosa.
- f. Prepare National Historic Landmark nomination for the Clotilda.

##### **3. Experience and Background**

Firms interested in performing the work will be considered on the basis of a written response to the RFQ. All applicants must submit their qualifications, relevant Curriculum Vitae, and list any prior experience with projects similar in nature and scope to the above services being requested. The following information must be submitted in written form:

- a. Statement of registration of the firm.
- b. Statement of the names and duties of the individuals that will be involved in this project (when performing professional services) and their Curriculum Vitae.
- c. Statement of qualifications of individuals who will perform professional work. All lead maritime historians, architectural historians, and maritime archaeologists must meet Secretary of the Interior's qualification standards for their respective fields, and lead archaeologists must be listed in the Register of Professional Archaeologists (RPA). Individuals who will perform professional work must also meet the minimal professional qualifications for submerged cultural resources investigation in Alabama: a graduate degree in archaeology, anthropology, or closely related field, plus at least one year full-time professional experience or equivalent specialized training in maritime archaeological research, administration, or management; at least four months of supervised field and analytical experience in general maritime archaeology; demonstrated ability to carry research to completion. In addition to these minimum qualifications, the applicant shall have at least one year of full-time professional experience at a supervisory level in professional maritime archaeology; and recent, demonstrated experience in writing successful National Register nominations for maritime archaeological sites.
- d. Statement as to professional standing including any pending controversies if none exists, such a statement should be made.
- e. Statement of experience in the fields that the proposed services are requested and work of a similar nature which the proposed staff for requested services was in responsible charge, including a description of the work, the client for whom it was performed, the location of the work, and dates of performance. Proposed staff names and specific experience are to be provided.
- f. Statement of experience within the local jurisdiction, with utility providers, and knowledge of local standards and specifications.
- g. Statement of experience with conducting community engagement and outreach for this type of project. Please include specific examples of successful community engagement.
- h. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
- i. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their Curriculum Vitae.
- j. Statement as to whether or not the firm is operating on a sound fiscal basis.
- k. Statement of where the work will actually be accomplished (percentage of time spent in Mobile vs. a remote office location).

#### 4. Project Team / Level of Participation

Given the complex nature of the Project, the Evaluation Team and City must understand the roles of key Project Team members, their availability to complete specific Project tasks in a timely manner, and the overall organization and decision-making process of the Project Team.

- Identify key Project Team members with responsibility for leading main project tasks, including the percentage of time each is expected to commit through the duration of the planning process.
- Identify key Project Teams members that qualify as a Disadvantaged Business Enterprise (DBE), including the percentage of time each is expected to commit through the duration of the planning process.
- Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability and decision-making hierarchy.
- Identify hourly rates for individual involved in the project.

#### 5.0 SUBMITTAL OF PROPOSALS:

Questions concerning this Request for Qualifications should be directed Christine Dawson at christine.dawson@cityofmobile.org. Responses will be received until 5pm CST on 3/13/2020. Please limit narrative to 10 pages. Please submit three (3) copies and one (1) electronic version to:

**Christine Dawson, Deputy Director  
Historic Development  
Build Mobile  
205 Government Street, 3rd Floor, Mobile, AL 36602**

**NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.**

Any items submitted as part of a response to this RFP shall become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may or may not be required to clarify any portions of the proposal.

#### **Timeline:**

Following is a tentative schedule for the selection process. The schedule is subject to change.

2/11/2020	Request for Qualifications advertised
2/18/2020	Q&A Meeting with prospective applicants
2/21/2020	Q&A Summary emailed to attendees
3/13/2020	Final questions must be submitted via email before 5pm CST
3/18/2020	Proposals submitted by candidate firms by 5pm CST.
3/25/2020	Selection

4/7/2020

Target date for contract approval by City Council

4/10/2020

Target date for notice to proceed

PLEASE NOTE: Presentations will NOT be conducted in conjunction with this Request for Qualifications, but phone conferences may be requested.

## 6.0 OTHER CONDITIONS:

The firm or individual practitioner must:

1. Have or be able to obtain current City of Mobile Business License if selected.
2. The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
3. Furnish proof of Insurance as follows:
  - a) General Liability Insurance 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 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 in the minimum amount of:
  - d) Combined single limit - \$1,000,000 each occurrence for bodily injury and/or property damage
  - e) Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
  - f) Professional Liability Insurance in the minimum amount of \$1,000,000.
4. 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.
5. *Waiver of Subrogation* - All policies of insurance shall be endorsed to waive rights of subrogation in favor of the City of Mobile.
6. *Additional Insured* - All policies of insurance, except those referenced under item 4.d, shall be endorsed to name the City of Mobile as an Additional Insured
7. *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 the City of Mobile.
8. *Certificates of Insurance* - Prior to commencement of the work, 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.

9. *Project Funding* - Costs for this project will be paid for with Department of Interior, Historic Preservation Fund Grants-in-Aid, CFDA Number 15.904 funding. Selected contractor will be required to comply with all applicable federal and state laws. All procurement actions will be conducted in a manner consistent with the Federal Award. Historic Preservation Fund Grants-in-Aid CFDA Number 15.904, and all applicable federal, state and local requirements including, but not limited to, provisions of 2 C.F.R. Part 200.

10. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE REQUIREMENT

(a) Bid awardee (or "contractor") shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities

(b) During the performance of this contract, the bid awardee agrees as follows:

(i) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(ii) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(iii) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(iv) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(v.) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(vi) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(vii) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(viii) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

11. All respondents will be required to certify that they are not on the federal list of debarred contractors ([sam.gov](http://sam.gov)) 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.

## **7.0 MISCELLANEOUS**

1. RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. In the event that a mutually agreeable contract cannot be negotiated between the consultant and the City, the City reserves the right to select an alternate consultant.
3. The City of Mobile and the Alabama Historical Commission will (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
4. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract by City Council to the recommended team.
5. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.)

## **8.0 Evaluation and Anticipated Schedule**

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

- 1. Cover Letter / Comprehensive Project Team (5 %)**
  - A. Completeness of information on proposed project team.
  - B. Succinctness and ingenuity of the statement of approach.
  - C. Timeliness of approach.
- 2. Conceptual Approach & Methodology (20%)**
  - A. Strategy for addressing identifying, researching, and documenting sites.
  - B. Plan for preparing National Register and National Historic Landmark nominations.
  - C. Demonstration of methods for communication and soliciting community engagement, comments and suggestions during project development.
  - D. Strategy for completing the work in a timely manner.
- 3. Experience and Background (65%)**
  - A. Diversity of expertise of key team members.
  - B. Years of experience in undertaking similar historical and archaeological research and documentation efforts by key team members.
  - C. Demonstrated team experience engaging diverse, historic communities and their residents.
  - D. Demonstrated team experience in completing projects of the scale and complexity envisioned, from project conception through completion and assessment, on budget and on schedule.



E. Provision of at least two references.

**4. Project Team / Level of Participation (10%)**

- A. Roles, availability and time allocation of key Project Team members are clearly defined and reasonable, including Disadvantaged Business Enterprise (DBE).
- B. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

**9.0 QUESTIONS AND CONTACT**

A Q&A meeting will be hosted by projects managers and appropriate city staff on 2/18/2020. A summary of this meeting will be emailed to Q&A participants on 2/21/2020.

For time and location of the Question and Answer meeting contact Christine Dawson at [christine.dawson@cityofmobile.org](mailto:christine.dawson@cityofmobile.org).

Project managers will answer additional questions about the RFQ beyond the Q&A meeting until 48 hours before the due date. All written questions must be submitted by 5pm CST on 3/13/2020. Questions must be emailed to [christine.dawson@cityofmobile.org](mailto:christine.dawson@cityofmobile.org). Answers will be provided by email within 24 hours.