



REQUEST FOR PROPOSALS (RFP) CITY-WIDE RESILIENCE ASSESSMENT AND PLAN

1.0 Introduction

The City of Mobile seeks proposals from consultants (hereafter, consultant) to assess the state of the City's resilience to stressors and shocks associated with changing weather conditions, sea-level rise, and national socio-economic changes and develop a plan for its future resilience to these conditions. It is important that the consultants have significant experience and knowledge with the following, including but not limited to, municipal resiliency, community engagement, and analytical study.

Consultant services are needed to: (1) research and undertake work related to a community-wide vulnerability, risk, and resilience assessment; (2) develop a plan to ensure the City can withstand the associated impacts related to changing conditions; (3) engage the community to review and provide input on the Resilience Plan; and (4) develop an implementation roadmap for the Resilience Plan.

1.1 Background

Urban Resilience is defined by the Resilient Center Network as "the capacity of individuals, communities, institutions, businesses, and systems, within a city to survive, adapt, and thrive no matter what kinds of chronic stresses and acute shocks they experience." The City is undertaking this work to ensure resilience is integrated city-wide in project and program decision making, that we are incorporating private and non-profit partners in planning for the future, and to set the community on the path to quickly bounce back from any challenge we face in the future.

Houston, Texas' report is a solid example of a final deliverable. (Resilient Houston: <https://www.houstontx.gov/mayor/Resilient-Houston-20200518-single-page.pdf>)

2.0 Scope of Work

- A. The city-wide Risk Assessment shall consist of four (4) components.
 - a. The first component consists of taking the localized, credible, and well-referenced climate and sea-level rise projections as well as social and economic changes projected for our community and consolidating them into a written summary as the deliverable for the first component.
 - b. The second component shall use the localized projections summary from the first component to define the chronic stressors and acute shocks the projections will cause the City. The stressors and shocks will determine the City's exposure to impacts and reveal assets most in need of attention for protection and/or fortification. The deliverable will be a written summary of the City's exposure.
 - c. The third component, the asset review, will include transportation and utilities, buildings and development, neighborhoods and communities, and government infrastructure and operations. As part of the asset review, baseline and project impacts specific to the City of Mobile shall be collected and presented to determine a level of risk the City is willing to accept. The deliverable will be a written report which will summarize the asset review as well as a risk level assessment defining the specific parameters established in the asset review.
 - d. The fourth component is an audit of the City's existing policies, plans, and programs; the audit will determine the City's adaptive capacities to meet or exceed the acceptable risk level. The deliverable will be a report which summarizes the findings of the audit.
- B. For the Resilience Assessment to be complete, feedback from key stakeholders must be incorporated. The consultant will help the City of Mobile convene two (2) internal stakeholder groups and two (2) external stakeholder groups.
 - a. The City of Mobile shall create an Internal Stakeholder Group (internal planning/review team), to support the development of the Resilience Assessment and Plan. The Internal Stakeholder Group will be composed of technical leads and subject matter experts from selected City departments. Members of the Internal Stakeholder Group and City support staff shall work directly with the consultant to facilitate the planning process as well as stakeholder and public engagement.

- i. The consultant, in coordination with the Internal Stakeholder Group, will create support/guidance documents for each internal and external review stakeholder group, develop a project engagement schedule, and define roles and responsibilities.
 - b. The City shall also create a staff Steering Committee, composed of the executive leadership and leadership from selected departments and agencies. The Steering Committee shall act as a sounding board; they will review and provide feedback on key deliverables produced by the consultant throughout the planning process.
 - c. The external groups will include an Infrastructure or Technical Advisory Group and a Community Advisory Group. The Infrastructure Advisory Group shall be composed of representatives from utilities, agencies, building/construction industry groups, transportation groups, key business sectors, and regional partners. The Community Advisory Group shall be composed of representatives from each of the seven (7) City Council districts; environmental, religious, non-profit, and civil rights organizations; businesses; residential communities; and the City's boards, authorities, and commissions. The external stakeholder groups will provide insight, feedback, and outreach opportunities for the assessment and the plan.

- C. The consultant shall also create a community outreach/public engagement plan that will ensure community input and buy-in for any needed changes defined in the final Plan. Public involvement can include a city-wide survey, comment forms, web and social media interactions and shall include at least two (2) community meetings.
 - a. The public engagement plan must include methods for reaching a broad cross-section of City of Mobile citizens including representatives from each of the seven (7) City Council districts; front line communities (defined as those most at risk from the stressors and shocks); a cross section of socio-economic backgrounds, education levels, race, gender, etc.; representatives of business sectors; and representatives of community/social support sectors.
 - b. These individuals and stakeholders shall review and develop recommendations on key deliverables produced by the Internal Stakeholder Group and/or consultant throughout the assessment and planning process.

- D. The consultant shall work closely with the Internal Stakeholder Group (which shall in turn coordinate with the Steering Committee) to develop, analyze, prioritize, and refine adaptation and resilience strategies that can be incorporated into a comprehensive Resilience Plan.
- E. The draft plan will be vetted in the community via a public comment period before a final plan is released.
- F. The consultant will develop an implementation roadmap for the Resilience Plan.
 - a. The roadmap shall identify implementation leads within each major topic area:
 - i. Topic area Leads shall be identified at the department level, for City assigned strategies.
 - ii. Topic area Leads for Internal or External Partners required for implementation (for strategies assigned to the City).
 - b. The roadmap shall identify the timeframe needed to execute the strategies outlined.
 - c. The implementation roadmap will be added to the final plan before it is considered complete and accepted.
- G. The final Resilience Plan will include a written summary of the planning process, including the following:
 - a. Localized climate and sea level rise projections
 - b. Social and economic changes expected
 - c. Stressors and shocks being addressed in the assessment
 - d. Assets that must be protected, and
 - e. Finding from the audit of the city's policies, plans, and programs
 - f. A format that shall be easily digestible by the general public but include enough technical data to be useful to stakeholders.
- H. With a completed Resilience Plan in place, the consultant will develop outreach materials to complement the Resilience Plan.
 - a. At a minimum, public education materials should include an interactive web-based tool(s); public sector specific fact sheets; and issue specific fact sheets.
- I. Deliverables
 - a. Resilience Assessment (written document with electronic version)
 - b. Resilience Plan (written document with electronic version)
 - c. Community Engagement Plan (written document with electronic version) on the Resilience Assessment and Resilience Plan

- d. Implementation Roadmap (written document with electronic version) to implement Resilience Plan
- e. Tools to communicate the strategies defined in the Resilience Plan (written and electronic formats)

J. Desired Qualities

The selected consultant/consultant team must:

- 1. Develop trust and confidence among the various participants and City departments. Possess attention to detail, organization and time management skills which are fundamental requirements in serving in the role of the Consultant.
- 2. Be diverse and multi-disciplined with experience in municipal resiliency, community engagement, and analytical study.
- 3. Exhibit excellent written and oral communication skills.

3.0 PROPOSAL REQUIREMENTS

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

3.1 Cover Letter

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

**RESILIENCE ASSESSMENT AND PLAN REVIEW TEAM
CITY OF MOBILE OFFICE OF RESILIENCE
205 Government Street, South Tower, 2nd Floor, Mobile, AL 36602**

- 1. The letter should indicate a primary contact for the Statement and that person's title, address, phone number, and email address.
- 2. 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.
- 3. The letter should include a general statement of prior relevant experience and proposed approach for this project.
- 4. The letter should include a statement that the Project Team is adequately staffed and will execute the Project in a timely manner.

3.2 Project Approach and Methodology:

Describe the Technical Approach that will be used to complete the items identified in the Scope of Work, including:

1. A detailed project time schedule, showing key milestones such as reporting, deliverables, meetings, etc. (It is recognized that this schedule may change due to specific site circumstances.)
2. A sealed cost proposal should also be submitted with the proposal breaking the project into two parts – The Assessment and the Plan. While cost is not the determining factor in selection of the qualified consultant, it should be noted that a concentration of funds should be used for actual inventory, assessment, and planning rather than administration.

3.3 Experience and Background

Firms interested in performing the work will be considered based on a written response to the RFP. All applicants must submit their qualifications 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:

1. Statement of registration of the firm.
2. Statement of the names, and duties of the individuals that will be involved in this project (when performing professional services) and their experience.
3. Statement of qualifications of individuals who will perform professional work.
4. Statement as to professional standing including any pending controversies. If none exists, such a statement should be made.
5. 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. Provide proposed staff names and specific experience.
6. Statement of experience within the local jurisdiction and knowledge of local standards and specifications.
7. Statement of experience with conducting community engagement and outreach for this type of project. Please include specific examples of successful community engagement.
8. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
9. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their experience.
10. Statement as to whether or not the firm is operating on a sound fiscal basis.
11. Statement of where the work will actually be accomplished.

3.4 Project Team and Level of Participation

The Statement of interest shall provide the following information so that it can be clearly understood by the Evaluation Team and City personnel.

1. 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.
2. Identify Key Project Teams members that qualify as a Disadvantaged Business Enterprise (DBE), including the percentage of time each is expected to commit 3.4through the duration of the planning process. (See attached additional information regarding the City of Mobile's DBE requirements).
3. Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability, and decision-making hierarchy.

4.0 SUBMITTAL OF PROPOSALS:

Questions concerning this Request for Proposals should be directed to: **Office of Resilience** at callaway@cityofmobile.org. Responses will be received until **4:30pm CST on 4/11/2022**.

Please limit narrative to 10 pages. Please submit three (3) copies to:

Resilience Assessment and Plan SUBMISSION
 CITY OF MOBILE OFFICE OF RESILIENCE
 205 Government Street, South Tower, 2nd 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 be required to clarify any portions of the proposal.

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

03/07/2022	Request for Proposals posted and emailed
03/23/2022	Q&A Meeting with prospective applicants at 2pm CST via TEAMS (email callaway@cityofmobile.org for link)
03/31/2022	Final questions must be submitted via email before 5pm CST
04/04/2022	Addendum with responses to questions and Q&A meeting minutes emailed to attendees
04/11/2022	Proposals submitted by candidate firms by 4:30pm CST .
04/25/2022	Short list selected; interview requests sent if City deems appropriate. Those not selected will be notified.
04/27-29/2022	Short list interviews
05/06/2022	Selection
05/31/2022	Target date for contract approval by City Council
06/15/2022	Target date for notice to proceed

PLEASE NOTE: Presentations may be required and conducted in conjunction with this Request for Proposals.

5.0 OTHER CONDITIONS:

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
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:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 per occurrence, or
 - iii. Combined single limit - \$1,000,000
 - b. Automobile Liability Insurance each in the minimum amount of:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 each occurrence, or
 - iii. Combined single limit - \$1,000,000
 - c. Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
 - i. Combined single limit - \$1,000,000 each occurrence for bodily injury and/or property damage
 - ii. Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
 - iii. 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 Environmental Protection Agency (EPA). Selected consultant will be required to comply with all applicable federal, state, and local laws. All procurement actions will be conducted in a manner consistent with 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 "consultant") 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 consultants performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subconsultants 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 consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The consultant 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 consultant 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 consultant will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, 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 consultant 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 consultant's legal duty to furnish information.
- iv. The consultant 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 consultant'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 consultant 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 consultant 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 consultant'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 consultant 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 consultant 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 subconsultant or vendor. The consultant 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 consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction, the consultant 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, suspended, or voluntarily excluded consultants 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 consultant will also have to provide evidence of required insurance, a City of Mobile business license, and enrollment in the E-Verify program.

6.0 MISCELLANEOUS:

1. RFP 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. The City of Mobile 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.
3. In the event that a mutually agreeable contract cannot be negotiated between the selected consultant and the City, the City reserves the right to select an alternate consultant.
4. 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.)

7.0 EVALUATION AND ANTICIPATED SCHEDULE:

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

- 1. Cover Letter and Comprehensive Project Team (5 %)**
 - a. Completeness of information on proposed project team.
 - b. Conciseness and ingenuity of the statement of approach.
 - c. Timeliness of approach.

2. Project Approach & Methodology (40%)

- a. Strategy for identifying, researching, documenting, and addressing changing weather conditions, sea-level rise, and national socio-economic changes and how consultant will use the information to define an acceptable risk level.
- b. Plan for conducting audit of City of Mobile's existing policies, plans and programs.
- c. Method for developing solutions that can be funded, are feasible, and will make an impact across the different sectors of the City's economy and community.
- d. Demonstration of methods for communication and soliciting community engagement, comments, and suggestions during project development.
- e. Strategy for completing the work in a timely manner.

3. Experience and Background (45%)

- a. Diversity of expertise of key team members.
- b. Years of experience in undertaking similar research and documentation efforts by key team members.
- c. Demonstrated team experience engaging diverse, historic communities and their residents.
- d. Demonstrated knowledge of existing studies, data, and information that can build out the assessment.
- e. Experience working within government systems to conduct an audit.
- f. Project experience developing Resilience Plans for other communities.
- g. Demonstrated team experience in completing projects of the scale and complexity envisioned, from project conception through completion and assessment, on budget and on schedule.
- h. Provision of at least two references.

4. Project Team and Level of Participation (10%)

- a. Roles, availability, and time allocation of key Project Team members are clearly defined and reasonable, including DBEs.
- b. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

8.0 QUESTIONS AND CONTACT:

A Question and Answer (Q&A) meeting will be hosted by project managers and appropriate City staff on **03/23/2022 at 2pm CST via [Teams](#)**. The Chief Resilience Officer and City of Mobile Project Delivery Team will accept additional questions about the RFP beyond the Q&A meeting until **4:30pm CST on 03/31/2022**. An addendum including answers and Q&A meeting minutes will be provided to all attendees no later than **04/04/2022** via email. All interested firms should send an acknowledgement to the email callaway@cityofmobile.org within 24 hours.