

**REQUEST FOR QUALIFICATIONS  
CITY OF MOBILE  
HOUSING AND URBAN DEVELOPMENT ADMINISTRATIVE GUIDANCE  
SERVICES**

The City of Mobile's Neighborhood Development Department is soliciting proposals for the professional services of a firm and/or individual to provide guidance and interpretation of U.S. Department of Housing and Urban Development (HUD) regulations, primarily those dealing with 24 CFR 880, 24 CFR 891, 24 CFR 983, and Pub. L. No. 112-55, as amended.

**Scope of Service:** Services shall include engaging in and facilitating technical planning meetings between one or multiple agencies, giving verbal and/or written guidance on regulatory related matters, and giving verbal and/or written project or contract analysis.

**All interested parties must include the following information in their proposals:**

- Corporate and individual resumes
- List of personnel to be utilized in performance of services
- Proposed hourly fee for each service, and a schedule of any other related charges.
- Estimated weekly availability; given as total hours.
- Certificate of Insurance
- Proof of enrollment and Participation in E-Verify (prior to contract award)

All proposals will be evaluated in accordance with the evaluation criteria shown above. Contracts will be negotiated with the successful respondent for a term not to exceed three years. The City of Mobile reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process. Proposals shall be submitted in a properly sealed envelope, and marked on the outside of the envelope "**Proposal for Admin Services**". **These proposals must be received by December 21, 2022** and must be mailed or hand delivered to:

**City of Mobile  
Neighborhood Development, Attn: Beverly Reed  
205 Government Street  
South Tower, Fifth Floor, Suite 515  
Mobile, AL 36602**

For further information please contact Shakeena Cox at (251) 208-6294 or via email at [Shakeena.Cox@cityofmobile.org](mailto:Shakeena.Cox@cityofmobile.org)