

REQUESTS FOR PROPOSALS

AFRICATOWN NEIGHBORHOOD PLAN UPDATE and IMPLEMENTATION MASTER PLAN

BACKGROUND

The Mobile County Commission is soliciting proposals from qualified firms and individuals interested in providing professional planning, community engagement, economic development, implementation strategy, marketing, and design consulting services to update the 2016 Africatown Neighborhood Plan into a broader, implementation-oriented master plan. The updated plan will build on the 2016 plan, incorporate current conditions and ongoing initiatives, and establish a clear, actionable roadmap for priority projects, investment, governance, and long-term community revitalization.

Firms/Consultants interested in performing the work will be considered on the basis of their written response to this Request for Proposals. All applicants must submit their Proposals and should list any prior experience with projects similar in nature and scope to the services being requested.

PURPOSE AND SCOPE OF WORK

The overall purpose of this project is to update the existing 2016 Africatown Neighborhood Plan into a comprehensive, implementation-oriented master plan that defines the physical, programmatic, cultural, economic, infrastructure, tourism, and investment priorities for the Africatown community. The plan shall preserve and advance Africatown's nationally significant history and cultural heritage while identifying practical strategies to improve quality of life, strengthen local businesses, enhance public spaces and infrastructure, support cultural heritage tourism, and attract investment that benefits existing residents. The final plan must provide an actionable roadmap for implementation rather than a vision-only document.

The selected consultant will be expected to work closely with the Agency, its agents and other consultants, the Africatown Steering Committee, residents, businesses, community organizations, institutional partners, government agencies, and other stakeholders. The consultant shall carry out a collaborative and culturally responsive planning process and produce an implementation-ready master plan. Project tasks shall include, but are not limited to, the following:

- Review the 2016 Africatown Neighborhood Plan; document progress, gaps, and lessons learned; assess current conditions and ongoing projects; and incorporate relevant findings into the updated implementation-oriented master plan.
- Develop and implement a comprehensive, inclusive, and culturally responsive community engagement strategy. At a minimum, the consultant shall conduct three public/community meetings, administer community surveys, conduct targeted outreach to Africatown businesses and organizations, facilitate stakeholder interviews, and conduct a final public meeting to present key recommendations and provide space for culturally significant community conversations. The engagement process shall document who was engaged, key themes, areas of agreement or concern, and how community input influenced the plan.

- Assess existing facilities, infrastructure, mobility, public realm conditions, open spaces, community assets, and related needs; identify improvements required to achieve plan objectives; and develop conceptual recommendations, design concepts, or project descriptions as appropriate.
- Collect and analyze perception data through a combination of methods, including community surveys, interviews with Africatown businesses and key stakeholders, and public meetings. The analysis shall address perceptions of civil rights and cultural heritage tourism, neighborhood conditions, community priorities, economic opportunity, visitor experience, investment needs, and barriers to implementation.
- Identify regulatory, infrastructure, market, ownership, financing, organizational, environmental, and other development barriers that could impede implementation, and recommend practical strategies to address or mitigate those barriers.
- Compile all findings and recommendations into a clear, usable, and implementation-ready master plan that can guide future capital projects, public-private partnerships, community initiatives, funding requests, and investment decisions.
- Evaluate potential funding and financing mechanisms, including grants, philanthropic partnerships, value capture opportunities, special districts, tax increment financing, development agreements, tourism-related revenues, and other feasible tools, subject to applicable law. The plan should identify strategies for reinvesting future growth and investment directly into the Africatown community.

Implementation Strategy

Develop a comprehensive implementation strategy that identifies priority projects and programs; estimated planning-level costs; short-, medium-, and long-term phasing; responsible and supporting parties; anticipated timelines; dependencies; measurable implementation steps; and performance indicators for tracking progress.

Funding and Investment Strategy

Evaluate potential funding and financing mechanisms that could support implementation, including federal, state, and local grants; philanthropic partnerships; private investment; value capture opportunities; special districts; tax increment financing; development agreements; tourism-related revenues; and other feasible tools, subject to applicable law. The consultant shall recommend strategies through which future growth, tourism activity, and investment can generate sustainable resources that are reinvested directly into the Africatown community.

Where appropriate, the completed master plan shall include conceptual site plans, maps, diagrams, and other graphics showing proposed facilities, public spaces, gathering areas, parking, landscaping, pedestrian and vehicular connectivity, thematic or cultural overlays, and relevant regulatory or development recommendations.

REQUIRED DELIVERABLES

At a minimum, the consultant shall provide the following deliverables in draft and final form, as applicable:

- Existing Conditions Assessment - documentation of current physical, demographic, infrastructure, economic, cultural, tourism, public realm, and development conditions, including progress since the 2016 plan.

- Community Engagement Summary - documentation of public meetings, focus groups, surveys, business outreach, stakeholder interviews, culturally significant conversations, major themes, and how input shaped plan recommendations.
- Perception Data Findings - integrated analysis of community survey results, business and stakeholder interviews, and Africatown Steering Committee focus group findings.
- Infrastructure and Public Realm Recommendations - prioritized recommendations for infrastructure, mobility, connectivity, public spaces, facilities, landscaping, streetscape, and other physical improvements.
- Cultural Heritage and Tourism Strategy - recommendations that protect and interpret Africatown's cultural heritage while improving visitor experience and ensuring tourism activity supports community priorities and local benefit.
- Diagrams - conceptual site plans, maps, diagrams, and other graphics showing proposed facilities, public spaces, gathering areas, parking, landscaping, pedestrian and vehicular connectivity, thematic or cultural overlays, and relevant regulatory or development recommendations.
- Economic Development Recommendations - strategies to support existing businesses, entrepreneurship, workforce opportunity, appropriate development, and community-serving investment.
- Implementation Matrix - a consolidated matrix identifying priority projects, estimated costs, phasing, responsible and supporting parties, timelines, dependencies, measurable action steps, and performance indicators.
- Funding and Investment Strategy - recommended public, private, philanthropic, grant, value-capture, district, tourism, development agreement, tax increment financing, and other feasible funding mechanisms, including strategies to reinvest future growth and investment into Africatown.
- Final Implementation-Oriented Africatown Master Plan - an integrated, graphically clear final plan incorporating all analyses, recommendations, implementation tools, maps, graphics, and appendices.

REQUEST FOR PROPOSALS REQUIREMENTS, INQUIRIES, CONTACT INFORMATION, AND TIMELINE

Proposals should be prepared in a clear and concise manner to meet the requirements of the RFP. The submitted proposal should be not more than thirty (30) 8.5" X 11" single-sided pages, Times New Roman 11-point font (inclusive of the cover letter, and items listed below), and should be divided by section, with Table of Contents (cover pages and table of contents do not count against the 30-page limit).

Proposals submitted in response to this RFP shall include a complete response to the requirements and should be in the order presented below. Proposals should provide a straight-forward delineation of the Respondent's capability to satisfy the intent and requirements of this RFP and should not contain redundancies or conflicting statements. An officer authorized to make a binding commitment for the Respondent making the Proposal shall sign the Cover Letter.

Contents of the submitted Proposal must include the following to be deemed responsive for evaluation:

I. Cover Letter

The Proposal must include a cover letter that acknowledges receipt of all issued amendments to the RFP, if any. The letter should be addressed to: **Gordon Bauer, Mobile County Commission**. The letter should include the following:

- The letter should indicate a primary contact for the Respondent and that person's name, title, address, phone number, and email address.
- The letter should include a general statement of approach distinguishing why the Respondent is the most suitable choice for this planning effort.
- The letter should indicate that the Respondent is committed to complete the Project in a timely manner and will dedicate resources accordingly.
- The letter shall include a statement that the Respondent is not in arrears in the payment of any obligation due and owing to the State of Alabama, including tax payments and employee benefits, and that it shall not become so during the term of the agreement if selected; a statement that the proposing Respondent will negotiate in good faith with the Agency, and a statement that the firm grants to the Agency a non-exclusive right to use, or cause others to use, the contents of its Statement, or any part thereof, for any purpose.
- The letter shall include the respondents' Unique Identity ID number, employer tax identification number and date.

II. Approach and Methodology

Respondents are requested to demonstrate their understanding of the project by submitting a detailed technical approach and methodology, along with a schedule for completing all required tasks and deliverables. The narrative should clearly explain how the Respondent will update the 2016 plan into an implementation-oriented master plan and should address community engagement, perception data collection, technical analysis, implementation planning, funding and investment strategy, and governance/stewardship recommendations. The technical approach and methodology will be evaluated separately from the fee proposal.

- An outline of a project approach that meets the needs outlined in the Project Scope section of this document.
- A schedule that is reasonable and appears to consider all tasks described in Project Tasks section of this document.
- A Methodology that is proven and acceptable.

III. Experience and Background

Respondents are requested to document success with similar projects and experiences administering similar projects. Provide evidence of capacity to succeed with projects of similar scope and discuss how past projects achieved the following:

- Provide evidence of successful past projects of similar scope and nature.

- Provide documentation of methods that were used in the execution of previous similar projects that achieved the goals of the project within a given budget.
- Provide evidence that similar projects were completed in a timely manner with a discussion of the projects' success.
- For each project discussed, provide a list of key staff directly involved in the process and quantify their contribution to the project.
- Provide a minimum of two references that can verify the success of similar projects completed. Include contact name, phone, address, email and name of project. Reference contact should be the person who respondent worked most directly with.

IV. Project Team/Level of Participation

List the names of key personnel who will be working on the project and include the following information:

- Overall qualifications of the personnel who will be working on the project: Does the team have the combination of individuals that can successfully meet the objectives?
- Education, certifications, professional license numbers, training and experience on related projects for individual team members where applicable.
- Organizational chart documenting percentage of time of most qualified team members to be devoted to project, and document available depth of team.
- Address individual team members' roles and responsibilities commensurate with the individual's experience, training and education.
- Indicate team members who have worked together before on successful projects relevant to this request. The Respondent shall include pricing for additional anticipated labor categories, including other non-labor related project costs. Please include any mark-up, if any, to be added to the cost of reimbursable expenses.

V. Fee Proposal

Provide a separate fee proposal identifying the total not-to-exceed cost for the work, fees by major task and deliverable, anticipated labor categories and rates, reimbursable expenses, and any optional services. The fee proposal shall be sufficiently detailed to allow The County to evaluate cost reasonableness and shall be evaluated separately from the technical approach and methodology.

Evaluation Criteria:

The evaluation factors to be used during award selection(s) are as follows:

Previous Performance/Experience - 0-25 Points
 Project Manager - 0-15 Points
 Key Staff and Sub-consultants - 0-10 Points
 Available Resources and Location - 0-10 Points
 Technical Approach and Methodology - 0-30 Points
 Fee Proposal - 0-10 Points

Technical qualifications and methodology shall be scored independently from the fee proposal.

Proposal Delivery:

Proposals may be submitted via email, mailed or hand delivered.

- Electronic submissions should be sent to:
 - Gordon Bauer at Gordon.Bauer@mobilecountyal.gov and copied to Renae Barren at Renae.Barren@mobilecountyal.gov.
- Printed proposals must also be accompanied by an electronic copy of the submittal (i.e., PDF file saved on a jump drive) and should be sent to:
Grants Department, Mobile County Commission
South Tower 8th Floor
Mobile Government Plaza
205 Government Street
Mobile, AL 36644-1800

Proposals must be received by 5:00 p.m. CST on October 26, 2026. This requirement is firm as to the mode of submission, inclusive of date, and time and place, as noted herein. Mailed proposals should be posted in time to be received by the date and time at the above location. No faxed proposals will be accepted.

Each proposal shall provide a straightforward, concise description of the responder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. If a responder so wishes, the proposal may be accompanied with brochures, promotional materials, or other materials if properly identified.

Out of state corporations shall provide a certificate of authority to transact business in the State of Alabama prior to signing of a contract with the County.

Out of state limited liability partnerships or companies shall provide proof of registration to transact business in the State of Alabama prior to signing of a contract with the County.

Minority and women owned businesses, as well as Section 3 Business Concerns are encouraged to apply.

Proposal Timeline:

Solicitation Issuance/Advertising Date	September 23, 2026 & September 30, 2026
Pre-Submittal Conference*	October 21, 2026
Proposal Receipt Closing Date	October 26, 2026

****Attendance at the Pre-Submittal Conference is mandatory for Proposal consideration.***

Mandatory Pre-Submittal Conference:

A mandatory pre-submittal conference will be held at 9:30 a.m. on Wednesday, October 21, 2026, in the Assembly Room of Government Plaza located at 205 Government Street, Mobile, AL, 36602. Any questions may be emailed to Gordon Bauer at Gordon.Bauer@mobilecountyal.gov and copied to Renae Barren at Renae.Barren@mobilecountyal.gov until 5 p.m. on Wednesday, October 14, 2026. Please contact Renae Barren at Renae.Barren@mobilecountyal.gov for virtual options. Any addenda to this RFP will be emailed to those respondents which participated in the pre-submittal meeting. It remains the sole responsibility of the offering responders to contact the Agency prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and acknowledge any addenda with each qualification.

Neither this request for proposal nor the acceptance of any proposal shall imply a commitment by the County, which reserves the right to approve or reject any and all proposals as it deems to be in its best interest. The County may also waive any irregularities or informalities in the proposal process. Any questions concerning the RFP must be submitted in writing to Gordon Bauer, Director of Grants Management, Gordon.Bauer@mobilecountyal.gov and copied to Renae Barren, Deputy Director of Grants Management, Renae.Barren@mobilecountyal.gov.

The Mobile County Commission does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, or any other characteristic protected under applicable federal or state law and is an Equal Opportunity Employer.

Information regarding this request may be obtained in Spanish upon request submitted to Gordon.Bauer@mobilecountyal.gov. Información con respecto a esta solicitud se puede pedir en Español a través de este correo electrónico: Gordon.Bauer@mobilecountyal.gov.

EXHIBIT A

INSURANCE REQUIREMENTS Consultant

Consultant, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Consultant and the MOBILE COUNTY COMMISSION (MCC) at limits and coverages specified herein. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the Consultant

The Consultant shall require any and all subcontractors and sub-subcontractors to maintain the same insurance as specified.

All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.

NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN RECEIVED BY MCC.

(a) Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability \$1,000,000 Each Accident

 \$1,000,000 Each Employee

 \$1,000,000 Policy Limit

(b) Commercial General Liability

Coverage on an Occurrence form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

The Consultant shall name MCC, its employees and agents as additional insured.

(c) Professional Liability/ Error & Omissions Liability – Coverage shall be provided at the following limits:

- Each Claim \$ 1,000,000
- Aggregate \$ 1,000,000

If coverage form is Claims Made, the Retroactive Date must be before services are provided to MCC. Coverage must be continuous for the duration of contract and continued for twelve (12) months after contract ends.

Deductible or Retention not to exceed \$10,000 without prior written approval of MCC.

Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by MCC PRIOR to commencement of any work on the contract. Each policy shall be endorsed to provide thirty (30) days written notice of cancellation to the MCC. MCC also If requested retains the right to obtain full copies of all insurance policies with 20 days upon written request.