

Request for Proposals (RFP)

Professional Environmental Services

The Mobile County Commission is soliciting competitive proposals from qualified firms and individuals interested in providing professional environmental services related to the implementation of the U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program (inclusive of CARES funding and Disaster Recovery funding) and the HOME Investment Partnerships Program (HOME). Additionally, such services might also be required for other federal and/or state grant programs, as may be awarded at a future time.

Background: As a recipient of HUD funds, Mobile County is required to serve as the Responsible Entity for environmental reviews pursuant to 24 CFR Part 58. Additionally, there may be other environmental requirements associated with future funding. In order to conduct required reviews and perform other due diligence as may be required, the County will require professional environmental services from time to time. This RFP seeks to identify a firm which can provide these environmental services on an as-needed basis.

Scope of Service: Responsibilities will include:

1. The qualified firm or individual selected will perform all relevant tasks required to conduct various environmental services which will include, but are not necessarily limited to: HUD Part 58 Environmental Reviews (inclusive of Exempt, CEST, CENST and EA's), Phase I and II Assessments, Prime Farmlands identification/conversion, Jurisdictional Wetland Delineations, Cultural Resource Assessments, Noise Assessments & Analysis, Above Ground Storage Tank Identification and Separation Distance Analysis, Threatened & Endangered Species Surveys, Lead-Based Paint Inspection/Risk Assessment/Clearance, Asbestos Inspection/Abatement Design/Management Plan, Mold Testing/Remediation Plan, and other related NEPA or environmental related work as may be identified. Work will be directed by the Mobile County Commission's Grants Department.
2. The qualified firm or individual selected will be responsible for scheduling all associated tasks and attending all meetings related to the requested environmental services and to providing written reports to the County and regulatory agencies, as necessary.

Proposal and Submission Requirements: Responses to this Request for Proposals (RFP) shall be submitted electronically via email to Gordon.Bauer@mobilecountyal.gov.

Submittals must be received via email, no later than 12:00 noon Central Standard Time on Friday, October 30, 2026.

Each proposal shall be prepared simply and economically, providing straightforward and concise responses to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

All requests for further information must be in writing and emailed to Gordon Bauer at Gordon.Bauer@mobilecountyal.gov.

Proposal Format: In addition to the following, all interested parties must include in their proposals proof of enrollment in SAM.gov and E-Verify. Further, as a condition of any future contract, the selected entity (with one or more employees) will also need to attest that said business entity / employer / contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien (as required by Beason-Hammon Alabama Taxpayer and Citizen Protection Act; Code of Alabama, sections 31-13-9 (a) and (b)).

1. Title Page - Include RFP subject, the name of your firm, address, telephone number, name of contact person, email address, and date.
2. Cover Letter - The proposal shall include a transmittal letter signed by a representative authorized to contractually bind their firm to the proposal.
3. Responses to Evaluation Criteria - The proposal shall include sufficient information to evaluate the proposal, using a format that aligns to the evaluation criteria listed herein.
4. Statement Regarding Litigation – Explain whether the responder has been involved in litigation within the last five years or if there is any pending litigation in any way arising out of the performance or delivery of services similar to those described herein. If so, provide a brief explanation of the issues involved and the outcome, if resolved.
5. Availability - Provide a statement that responder is ready, willing and able to provide the services in accordance with this RFP and in accordance with respondent's proposal if selected beginning on or about November 25, 2026.

Evaluation Criteria: Qualified firms submitting proposals will be selected on the basis of the following:

- a. **EXPERIENCE & PROJECT UNDERSTANDING:** A statement describing experience of current staff with services (as listed in the scope of services) and project understanding, with explanation of any HUD specific experience. **30 points**
- b. **IMPLEMENTATION EXPERIENCE:** A statement describing experience of current staff with implementation of projects with a similar scope. **30 points**
- c. **QUALIFICATIONS:** Professional qualifications of the team that will be available to provide

environmental services. **25 points**

- d. **PRICE:** Proposed schedule of fees and other related charges as may be required to provide requested environmental services. **15 points**

Other Considerations:

1. Proposals submitted after the time and date specified in this RFP will not be considered.
2. The County reserves the right to select the proposal most responsive to the County's needs. Price will be considered as detailed herein, but will not be the sole determining factor. The County further reserves the right to award a contract from any of the proposals submitted, to reject any and all proposals, and to waive any informalities in the proposals received.
3. All materials submitted in response to this RFP become the property of the County and will be returned only at the option of the County. The County reserves the right to use any or all ideas presented in any response to the RFP, and selection or rejection of the proposal does not affect this right.
4. After the initial review of proposals, the County may invite representatives of firms responding to this RFP to discuss the proposal with key personnel who would be engaged in the provision of services. Such interviews will be conducted for fact finding and explanation purposes and will not include price negotiation. The County will not be liable for expenses incurred in attending any such interview.
5. The County will conduct contract negotiations with the firm whose proposal is deemed most responsive to the County's needs. Until the County acts formally to approve a contract, and until such contract is signed by both parties, the County is legally obligated in no respect.
6. In the event the County does not find any proposals submitted in response to this RFP acceptable, it may reject all proposals and at its discretion re-open the proposal process and invite additional entities to submit proposals.
7. The successful responder must maintain all licenses, permits, and other accreditations/authorizations necessary to provide the needed services as required by federal, state, or local laws.
8. Certificate(s) of Insurance evidencing the minimum requirements set out in **Exhibit A** herein must be provided to and accepted by the County prior to commencement of any work.
9. The successful responder will be required to indemnify, defend and hold the County, its officers and employees harmless from and against all losses, claims, suits or judgments, including payment of attorneys' fees and costs, incurred or asserted against the County as a

result of or arising from the firm's negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.

Term: Any contract resulting from this RFP will be for a one (1) year term, renewable annually for a total of up to three (3) years, at the option of the County.

Translation: Translation and / or clarification will be provided in Spanish upon request. Please email Gordon.Bauer@mobilecountyal.gov. Se proporcionará traducción y / o aclaración en español a solicitud. Envíe un correo electrónico a Gordon.Bauer@mobilecountyal.gov.

Nondiscrimination and Equal Opportunity: **The Mobile County Commission** is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, status as a veteran or current or prospective member of a uniformed service, family medical history or genetic information, workers' compensation claims, or any other classification protected by federal, state, or local law.

Exhibit A

Insurance Requirements

The individual or firm(s) selected, at its sole expense, shall obtain and maintain in full force during the term of any contract resulting from this RFP, the following insurance to protect itself and the Mobile County Commission at limits and coverages specified herein. The 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 individual or firm(s) selected.

The individual or firm(s) selected shall require all subconsultants and sub-subconsultants 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 the Mobile County Commission. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to County for prior approval.

If requested by the Mobile County Commission, the individual or firm(s) selected shall provide a copy of all insurance policy contracts to meet these requirements within 10 days of written request.

NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAVE BEEN REVIEWED AND ACCEPTED BY THE MOBILE COUNTY COMMISSION.

a) Workers Compensation and Employers Liability

Part One: Workers Compensation Statutory Limits as required by the State of Alabama

Part Two: Employers Liability

Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Each Employee
Bodily Injury by Disease	\$1,000,000 Policy Limit

b) Commercial General Liability

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

- Coverage to be on an Occurrence Form
- Aggregate Limit provided "Per Project"
- Coverage to include
 - Premises and operations
 - Personal Injury and Advertising Injury
 - Products/Completed Operations
 - Independent Contractors

- Contractual Liability
 - "XCU" hazards
 - Broad Form Property Damage
- Products/Completed Operations to remain in effect for 24 months beyond completion and acceptance by Mobile County Commission.
 - The Insured shall name Mobile County Commission, its employees, and agents as additional insureds.

c) Automobile Liability

Covering all Owned, Non-Owned, and Hired vehicles with a combined Single Limit (bodily injury and property damage combined) of \$1,000,000 each accident. The policy shall name Mobile County Commission, its employees, and agents as additional insureds.

d) Excess/Umbrella Liability

Coverage to be on an occurrence form with limits over a) Employers Liability, b) Commercial General Liability, and c) Automobile Liability.

Limits of Liability

- Each Occurrence \$4,000,000
- Aggregate \$4,000,000

e) Professional Liability

Coverage shall be maintained during design, construction and for twenty-four (24) months after completion and acceptance by Mobile County Commission.

Limits of Liability

- Each Claim \$5,000,000
- Aggregate \$5,000,000

Deductible/Retention not to exceed \$25,000 without prior approval of the Mobile County Commission.

f) Environmental Liability

If contract includes environmental services to inspect, test for, identify, remediate, plan, abate or any related services then Environmental Liability coverage is required.

Coverage to include bodily injury, sickness and disease sustained by any person, property damage, cleanup costs caused by pollution conditions arising from your operations.

Limits of Liability

- Each Claim \$5,000,000
- Aggregate \$5,000,000

Additional Requirements

- 24 months of completed operations coverage after acceptance by the Mobile County Commission
- No restriction for work performed by subcontractors.
- Coverage for transportation of cargo and disposal of waste materials at non-owned locations.
- Deductible/Retention not to exceed \$25,000 without prior approval of the Mobile County Commission

Primary Coverage

The insurance policy described in paragraphs (b), (c), (d), (e) and (f) shall afford the Mobile County Commission with primary coverage irrespective of any other coverage available to or maintained by the Mobile County Commission.

Waiver of Subrogation

The coverage specified in (a),(b),(c),(d), (e) and (f) shall contain a Waiver of Subrogation Endorsement in favor of the Mobile County Commission.

Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the Mobile County Commission **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 Mobile County Commission.

- The Description Section of the Certificate will contain reference to
- Project name
- Additional Insureds
- Waiver of Subrogation
- 30 day prior notice of cancellation