

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES

The Mobile County Commission is soliciting Statements of Interest from qualified Design Professional/Code Compliance firms and individuals interested in providing professional evaluation, design, and administrative services related to the implementation of permanent emergency generator systems. This service will be paid by funds provided by the Alabama Department of Economic and Community Affairs (ADECA) and is subject to final review and approval.

Scope of Service:

The project, Permanent Generators for Critical Facilities Program, will consist of the evaluation, design, and administration including request for bids, contract oversight and installation for permanent generators at facilities throughout Mobile County.

Proposal Format:

Firms interested in performing the work will be considered on the basis of information noted and submittal of the following in written form:

1. Title Page - Show the RFP subject, the name of your firm, address, telephone number, name of contact person, email address, and date.
2. The proposal shall include a proposal transmittal letter signed by a representative authorized to contractually bind their firm to the proposal.
3. All applicants must submit their qualifications and list any prior experience with Federal and State programs, especially CDBG or HUD-funded projects, particularly projects similar in nature and scope to the above services being requested. Include information to demonstrate actual versus target project time and budget.
4. A copy of the Certificate of Authorization in compliance with the Code of Alabama Section 34-2-35, as required by the State of Alabama Board for Registration of Architects, or a copy of the Certificate of Authorization in compliance with the Code of Alabama 34-11-9, as required by the State of Alabama Board of Licensure for Professional Engineers and Land Surveyors shall be submitted. Also, include the names and registration numbers of individuals involved in this project when performing professional services.
5. Provide detailed proposed fee structure in accordance with the RFP. Discuss whether or not the responder can provide the described services, how the requirement will be met or the extent to which responder can meet the requirement.
6. A statement of office location where work will be performed and must demonstrate in the proposal the ability to respond to the site within a two (2) hour time frame once notified of the need for assistance.
7. State 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.
8. All applicants must furnish proof of enrollment in SAM.gov, E-Verify, and an affidavit attesting that they will not knowingly hire, employ or continue to employ an unauthorized alien in the manner and form available in the Engineering Department or online at www.uscis.gov/everify.

Evaluation Criteria:

Proposals must include all requested information and will then be rated according to the following criteria:

Prior experience with CDBG and/or HUD-funded projects – 25 pts

Professional Qualifications – 25 pts

Experience with inspection, planning, and administration of projects of similar scope – 25 pts

Ability to meet production schedule within budget – 25 pts

The firm that is selected will be notified and a contract negotiated. The contract will be for a period coinciding with the completion and closeout of the project for which services are being requested. Additional services related to this, or other projects of a similar nature may be contracted under this solicitation at the option of the County. The County reserves the right to reject any or all proposals, and to waive any irregularities or informalities in the proposal process.

Proposal and Submission Requirements:

Proposal will be limited to six (6) one-sided printed pages, equal to three (3) pages front and back. Cover and certificates are not included in the page count. three (3) copies of the proposal must be sealed and properly labeled and may be mailed or hand-delivered to Jessica Johnson, Mobile County Grants Department, Mobile Government Plaza, 8th Floor, South Tower, 205 Government Street, Mobile, Alabama, 36644.

Proposals should be labeled “Proposal for Design Professional/Code Compliance Services related to Permanent Generators for Critical Facilities Program. All proposals shall contain original signatures; facsimile copies will not be accepted.

Proposals must be received no later than 12:00 PM, Monday, January 21, 2026. A mandatory Pre-Qualification Meeting will be held Wednesday, January 7, 2025 at 2:00 pm. Please email Jessica Johnson at jessica.johnson@mobilecountyal.gov to register for the meeting

All proposals will be evaluated, and a selection will be made and approved by the Mobile County Commission.

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 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 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 authorizations necessary to provide the needed services as required by federal, state, or local laws.
8. A Certificate of Insurance evidencing the minimum requirements set out in Exhibit B 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.

Spanish translation and/or clarification will be provided upon request. Please email jessica.johnson@mobilecountyal.gov. La traducción y/o la clarificación Española serán dados si hay solicitud. Llame por favor (251) 574-5058.

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.

Exhibit B

The individual or firm selected shall obtain at its own expense, and maintain in full force and effect during the term of any contract resulting from this RFP, a policy or policies of insurance, issued by an insurance company or companies licensed to conduct business in the State of Alabama and having a minimum A.M. Best rating of "A-VII", providing the following coverages and containing coverage limits not less than the following:

- a. Commercial General Liability (public liability including premises, products and completed operations)

Bodily injury and property damage combined:

\$1,000,000 per occurrence
\$1,000,000 aggregate

Such policy shall name the Mobile County Commission, its officers and employees, as additional insured.

- b. Automobile Liability (including owned, non-owned and hired vehicles)

Bodily injury and property damage combined:

\$1,000,000 per accident

- c. Workers' Compensation and Employers Liability

Part One: Benefits as required by Alabama law
Part Two: \$1,000,000 per accident
 \$1,000,000 each employee
 \$1,000,000 policy limit

All such policies shall contain an endorsement requiring the insurer to provide thirty (30) days' notice to the County prior to the cancellation thereof.

The individual or firm selected shall provide the County a certificate of insurance prior to commencement of the work.