

Request for Proposals Technical Assistance for the HOME Program

The Mobile County Commission is requesting proposals for professional services consisting of technical assistance in developing and administering the County's HOME-ARP (HOME Investments Partnership Program – American Rescue Plan) Program.

These proposals are being requested in accordance with 2 CFR 200.320 (d)

Background:

The County serves as a grantee and lead agency of the Mobile Urban County, which consists of nine municipal members and all of the unincorporated area of Mobile County, Alabama. Anticipated 2022 HOME allocation is \$2,190,303.00 and anticipated Program Income is currently unknown.

Statement of Needs:

Technical assistance shall begin upon signing of a contract. Requested tasks may include, but not be limited to:

1. Development of a work plan for program implementation to include:
 - i) explanation of project approach including sequence and logistical considerations;
 - ii) project tasks and deliverables;
 - iii) project timeline and deliverable dates;
2. Develop and implement citizen participation and stakeholder involvement procedures in compliance with Mobile County's Citizen Participation Plan to include public presentations, meetings, and public hearings as appropriate.
3. Conduct a needs assessment and gap analysis as mandated by HUD and identify eligible HOME-ARP activities.
4. Lead in the development and writing of an allocation plan that will serve one or more of HUD's specified qualifying population(s) and activities identified in the Requirements for the Use of Funds in the HOME-American Rescue Plan Program (CPD Notice 21-10)
5. Review, update and develop implementation plans, policies and procedures. This includes new applications, program forms, protocols, project files, record keeping and monitoring procedures for HOME-ARP eligible activities.
6. Review and evaluate applications from Developers or potential recipients of pass through HOME ARP funding. Assist with and train staff on the project selection process, including appropriate screening of projects based on eligibility and project readiness, to include underwriting, developer capacity, market analysis, and other tasks, as necessary.
7. Assist the County in interactions with sub-recipients, developers and project sponsors during all phases of a project.

8. Assist with preparation of new and amendments to loan agreements and security documents to ensure compliance with HOME-ARP rules.
9. Assist staff in developing forms, protocols, and reports required from all recipients of pass through funding or other program stakeholders including sub-recipients, developers, managers, tenants and property owners in order to facilitate compliance with all program or project-related reporting and recordkeeping requirements, whether imposed by Federal, State or Local laws or rules. Provide training to staff on procedures to follow when reviewing such project-related documents.
10. Provide technical assistance and training to staff, as needed.
11. Perform other work tasks as necessary.

It is expected that the consultant will be available to work on site, as needed. The County currently has limited staff available to support the consultant and will rely on the personnel, experience and expertise of the consultant to ensure completion of tasks as requested by the County within the assigned time period.

Proposal and Submission Requirements:

Proposals must be submitted via electronic mail by noon CST May 31st, 2022 to Nayyer Mahdi, Director of Grants Management at Nayyer.Mahdi@mobilecountyal.gov with a copy to Gordon Bauer, Grants Administrator at Gordon.Bauer@mobilecountyal.gov.

Proposals must contain sufficient information to enable the County to evaluate the evaluation criteria outlined herein, noting that written proposals must be limited to 10 pages (back and front). While support documentation may be included as attachments/exhibits, County review and evaluation will be based on the written proposal.

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

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

All proposals must include proof of enrollment in E-Verify and, if selected, will need to execute a certificate of compliance with the Beason-Hammon Alabama Taxpayer And Citizen Protection Act (Act 2011-535), as amended by Act 2012-491.

Proposal Format:

1. Title Page - Show the RFP subject, the name of your firm, address, telephone number, name of contact person, email address, and date.
2. Profile –
 - a. State whether the responder is national, regional, or local;

- b. State the location of the office from which the services will be provided when not provided on-site;
 - c. Describe the responder's experience in the provision of services described herein and the number of years engaged in this type of work. Provide a representative list of current and prior clients, including a contact person's name and telephone number, for whom such services have been provided
3. Summary of Qualifications - Identify each person who will be involved in the provision of services described herein. Describe each person's qualifications, including relevant experience and education/training in HOME-ARP Program management or programs of a similar nature for participating jurisdictions.
4. Litigation - 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.
5. Statement of Needs - Please restate each requirement and 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. 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.
7. MWBE - Provide statement if Minority and/or Women Owned Business Enterprise.
8. Fees - Provide detailed proposed fee structure.
9. Proof of E-verify enrollment to include copy of MOU for Employers with electronic verification by Department of Homeland Security.

Evaluation Criteria:

Proposals should include sufficient information to allow for evaluation based on the following:

1. Experience and qualifications of the responder and individuals to be involved in the provision of services (20 points);
2. Availability and commitment of responder to provide the services immediately and expeditiously (10 points);
3. Responder's approach, plan of work, recommended schedules, and overall understanding of the County's needs (30 points);
4. Current and/or prior experience with successful implementation of HOME-ARP and/or other projects/programs of a similar nature. References demonstrating a thorough understanding of requirements and regulations governing the HOME-ARP program (30 points);
5. MBWE (5 points);

6. Cost (5 points).

Questions Regarding This RFP:

Any questions or comments concerning the RFP must be submitted in writing to Nayyer Mahdi, Director of Grants Management, Nayyer.Mahdi@mobilecountyal.gov and copied to Gordon Bauer, Grants Administrator, Gordon.Bauer@mobilecountyal.gov prior to the deadline for receipt of proposals or will be forever waived.

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 need 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 firms 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 A 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 term ending on the HOME-ARP final expenditure deadline of September 30, 2030, subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the HOME-ARP award.

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 A

If selected, the consulting firm (CONSULTANT) will need to provide proof of the following insurance requirements:

CONSULTANT, at its sole expense, shall obtain and maintain in full force the following insurance to protect the CONSULTANT and the COUNTY 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 COUNTY. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to COUNTY for prior approval.

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

(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 COUNTY, 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 COUNTY. 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 COUNTY.

Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by COUNTY **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 COUNTY. COUNTY also retains the right to obtain full copies of all insurance policies within 20 days upon written request.