



CITY OF SELMA

REQUEST FOR PROPOSALS

FOR ENVIRONMENTAL REVIEW AND SECTION 106 CONSULTANT

RFP# PD-24-203

RELEASED ON OCTOBER 3, 2024

OFFICE OF PLANNING & DEVELOPMENT

DANIELLE WOOTEN, DIRECTOR

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SCHEDULE OF EVENTS:

This Request for Proposals shall be governed by the following schedule:

Release of RFP	October 3, 2024		
Deadline for Written Questions	October 25, 2024	4:00 PM	
Proposals Due	November 1, 2024	4:00 PM	City Clerk's Office
Proposal Opening	November 4, 2024	9:30 AM	Council Chambers
Contractor(s) Selection	November 12, 2024	6 00 PM	Council Chambers

Location for all events

City of Selma
222 Broad Street
Selma, AL 36701

****All dates are subject to change at the discretion of the City.**

From the date that this RFP is issued until the selection is announced, Proposers are not allowed to communicate outside the process set forth in this RFP with any City employee other those listed herein regarding this RFP.

I. INTRODUCTION

The City of Selma, Alabama (“The City”) seeks to engage a qualified professional to provide consultant services for the Environmental Review Record and the Section 106 procedures pursuant to U.S. Department of Housing and Urban Development (“HUD”) and City applicable regulations.

The City is requesting proposals from qualified professionals to perform environmental compliance reviews on behalf of the City of Selma and/or Selma Housing Authority in accordance with the requirements set forth in 24 C.F.R. Part 58 (“Environmental Review Record or ERR”), and its obligations set forth in Section 106 of the National Historic Preservation Act of 1966, as amended [16 U.S.C. § 470f] (“Section 106”) and 36 CFR Part 800. These reviews shall be conducted for the following IHEDA funding sources: HUD Economic Development Initiative (EDI), HUD Choice Neighborhoods Initiative (CNI), and Lead Hazard Reduction Program (“LHRP”) and these funding sources also have specific requirements set forth in the regulations that apply to them. Therefore, the purpose of this RFP is to solicit proposals from Responsive and Responsible Respondents, as described in this RFP, to execute both the ERR and the Section 106 process and documentation.

II. BACKGROUND

The Office of Planning & Development is responsible for long-range planning, project and program management. In an effort to address the critical needs of housing, infrastructure, and economic development the City has applied and been awarded federal funds by the U.S. Housing and Urban Development Department: Economic Development Initiative (EDI), Choice Neighborhoods Initiative (CNI) and Lead Hazard Reduction Program (LHRP).

III. PROPOSAL SUBMISSION CONDITIONS AND INFORMATION

Proposals must be received by the City of Selma **by 4:00 PM CST, November 1, 2024**. Late proposals will not be considered. The City highly encourages early submission of proposals. The City reserves the right to amend or supplement this RFP prior to the Proposal due date. All addendum(s), responses to questions received, and additional information will be electronically posted at www.selma-al.gov and/or www.facebook.com/selmacityhall.

Proposer shall submit one certified hard copy and one electronic copy of the proposal including any supporting documentation addressed as follows:

Ivy Harrison, City Clerk - 222 Broad Street Selma, AL 36701

Email: iharrison@selma-al.gov with a copy to leadprograms@selma-al.gov

The subject line must clearly state:

Proposal Attached – RFP for Environmental Review and Section 106 Consultant Services

The proposal must be comprehensive and address all elements of Section IV Proposal Requirements. The selected Proposer will be required to enter into a written agreement with the City describing the Scope of Services to be performed, the schedule for completion, compensation, and other pertinent provisions. The City reserves the right to reject any Proposal for violation of this provision. Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP unless the Proposer includes with its Proposal, in writing, any conditions or exceptions requested by the Proposer.

IV. PROPOSAL REQUIREMENTS

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- **Experience** - A statement of Contractor's demonstrated experience, qualifications, and knowledge of the below specified federal regulations. Provide work examples (one-three-page professional writing sample) to demonstrate proficiency:

 - 24 CFR Part 58; Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities
 - 24 CFR Part 51; Environmental Criteria and Standards
 - 24 CFR Part 55; Floodplain Management
 - 36 CFR Part 800; Protection of Historic Properties
 - 40 CFR Parts 1500-1508; Council on Environmental Quality Implementation of NEPA Procedural Provisions

- **Key Personnel** - Please attach statement for management team who will be assigned to the project(s) describing experience/familiarity with:

 - Demonstrated experience with the federal regulations related to HUD Economic Development Initiative (EDI), HUD Choice Neighborhoods Initiative (CNI), and HUD Lead Hazard Reduction Programs
 - Environmental Review Record and Section 106 Reviews; and
 - Experience in research, writing, architecture, history, restoration, archeology, HOME, CDBG, and/or construction and real estate development.
 - Proof of credentials.

- **Professional References** - Provide at least three (3) professional references from past clients or project partners who can speak to the consultant's performance on similar environmental review and Section 106 projects; including the name of contact, address, direct telephone number and email address as well as project, location, duration, and scope of services. The City reserves the right to contact these clients and schedule a site visit to assess the quality of services provided Addendum B.

- **Cost Proposal** - The City is looking for the most responsible and responsive proposal that meets the needs of the project(s) to include all cost aspects of the proposed fee structure including administrative costs for the following:

Project	Project/Program	Proposed Cost
City of Selma	HUD EDI 2023	
City of Selma	HUD EDI 2024	
City of Selma	LHRP 2023	
Selma Housing Authority	CNI 2023	

- **Schedule** - A detailed work plan outlining the tasks to be completed, milestones, and deliverables for both the Environmental Review and Section 106 process to include, but not limited to timeline for cultural, historical, and environmental surveys, draft environmental assessments (EAs) and Section 106 findings. public consultation and stakeholder meetings, final report submission, and mitigation strategies.

V. EVALUATION & SELECTION

The City will make its selection based on its review of the proposals submitted. Proposals will be evaluated on the basis of written materials as outlined herein and rated according to the rating system as follows:

Experience	30 points
Key Personnel	10 points
Professional References	10 points
Cost Proposal	15 points
Schedule	15 points
Ability to meet the needs of the City	20 points

Total 100 points

The City of Selma reserves the right to reject any or all the proposals, to waive informalities in the proposals, or the proposal process. The City may interview selected proposer. In addition to conducting an oral interview, the City may also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a Proposal, and seek and review any other information deemed pertinent to the evaluation process.

During the evaluation process the City may make a recommendation for award, or it may request Best and Final Offers from Proposers. The City may accept the Proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. The City may recommend award without Best and Final Offers, so Proposers should include their best Proposal with their initial submission. Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

VI. INSURANCE REQUIREMENTS

The City has standard contract and insurance requirements for professional services contracts, and is unable to make substantial changes to the requirements for the contract to be used for this project. The laws of the State of Alabama shall govern the contract executed between the successful Consultant and the City, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the City of Selma, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in the Dallas County, Alabama.

VII. AWARD

The City of Selma reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in the best interest of the City in accordance with the evaluation criteria. Upon selection, the City of Selma will mutually discuss and refine the scope of work with the successful Proposer and shall negotiate final conditions, compensation, and performance schedule for contract **approval by the Selma City Council on November 12, 2024**

VIII. RFP QUESTIONS AND RESPONSES

Questions regarding this proposal must be submitted **in writing by October 25, 2024**. No questions other than written will be accepted, and no response other than written will be binding upon the City.

Danyell Solomon-Washington, LHRP Manager
Office of Planning & Development
Email: leadprograms@selma-al.gov

IX. STATEMENT OF NON-COMMITMENT

Issuance of this RFP does not obligate the City of Selma to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.