

**CITY OF BIRMINGHAM, ALABAMA  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**2025-2030 HUD CONSOLIDATED PLAN AND HOUSING PLAN & ANALYSIS OF  
IMPEDIMENTS TO AND ASSESSMENT OF FAIR HOUSING CHOICE**

**REQUEST FOR CONSULTANT SERVICE PROPOSALS**

This Request for Proposal (RFP) invites consultants to apply for one or both of the following components, with each part requiring a separate narrative, budget, and evaluation:

- **PART I:** 2025-2030 HUD Consolidated Plan and Housing Plan
- **PART II:** 2025-2030 Analysis of Impediments to Fair Housing Choice

The City of Birmingham, through its Community Development Department, is requesting proposals for consulting services to assist in the preparation of the **2025-2030 HUD Consolidated Plan** and the **2025-2030 Analysis of Impediments/Assessment of Fair Housing Choice**, in accordance with HUD regulations and guidelines. The Consolidated Plan documents must cover the period from **July 1, 2025, to June 30, 2030**, and must be submitted in final form to the Community Development Department for approval no later than **May 2, 2025**. The Affirmatively Furthering Fair Housing documents must also cover the same period and meet the same submission deadline. Both documents will focus on the service area within the corporate city limits of Birmingham, Alabama.

**Submission Information:**

Consultant Service Proposals must be submitted to the Community Development Department no later than **4:00 p.m. on November 12, 2024**. Proposals received via email or fax will not be accepted.

**Submission Address (By mail or hand delivery):**

Community Development Department  
710 20th Street North, Room 1000  
Birmingham, AL 35203

Copies of the complete Request for Consultant Proposals can be obtained in person at the address above or downloaded from the City's website at <https://cobcd.com/>. For further inquiries, contact **Randi Foy** at **Randi.Foy@birminghamal.gov** or call **205-254-2309**.

**RE: 2025-2030 Consolidated/Housing Plan & Analysis of Impediments to Fair Housing Choice Request for Consultant Service Proposals**

Dear Proposing Entities,

The City of Birmingham, Alabama (the City), a recipient of federal funding through HUD programs, is seeking consultant services to assist in developing its 2025-2030 HUD Consolidated Plan and Housing Plan and an Analysis of Impediments to and Assessment of Fair Housing Choice. These documents will guide the City's community development, housing, and fair housing strategies for the next five years.

The City is a grantee for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) programs. All activities funded by these programs must comply with HUD regulations and be conducted within Birmingham city limits for eligible beneficiaries.

The Consolidated Plan and Housing Plan will cover the period from July 1, 2025, to June 30, 2030, and will outline strategies for housing, homelessness, community development, and public services. The Analysis of Impediments (AI) will help the City identify fair housing challenges and develop actionable solutions to eliminate barriers to housing choice.

Proposals are due no later than **4:00 p.m. on November 12, 2024**, and should be submitted to the Community Development Department at the following address:

**Dr. Meghan Venable-Thomas, Director  
Community Development Department  
710 20th Street North  
Room 1000  
Birmingham, AL 35203**

For further information or clarification, please contact Randi Foy in the Community Development Department at (205) 254-2309. No faxed or emailed proposals will be accepted.

## **CONSULTANT SERVICES PROPOSAL APPLICATION PROCEDURE**

This RFP includes two separate program components, and entities may apply for one or both:

1. **Part I: 2025-2030 HUD Consolidated Plan and Housing Plan**
2. **Part II: 2025-2030 Analysis of Impediments to and Assessment of Fair Housing Choice**

Each proposal must include the following components:

### **A. Executive Summary:**

Provide a detailed description of your proposal for each program component.

### **B. Fixed Price Budget & Completion Schedule:**

Include a fixed price or fee, along with a breakdown of projected costs and a timeline for completion. The final Consolidated Plan and AI documents must be submitted to the City no later than May 2, 2025, with electronic submission to HUD by May 30, 2025.

### **C. Resumes of Development Team:**

Provide a summary of the experience and qualifications of key personnel involved in the project.

### **D. Evaluation Criteria:**

Respond to the evaluation criteria questions listed below for each program component.

### **E. Certifications:**

Execute all required certifications as outlined in Appendix C of the RFP.

## **PART I: 2025-2030 HUD CONSOLIDATED PLAN AND HOUSING PLAN**

The Consolidated Plan outlines the City's strategies for housing and community development over five years. It integrates several HUD formula programs (CDBG, ESG, HOME, and HOPWA) and must comply with 24 CFR Part 91. The City also intends to develop a Housing Plan, which will focus on infrastructure, development, and housing needs. The Housing Plan should align with the City's Comprehensive Plan and address key housing issues, such as infill development, residential market analysis, and neighborhood revitalization.

The Consolidated Plan and Housing Plan must be submitted in final form to the Community Development Department by May 2, 2025.

### **Evaluation Criteria (Part I):**

- **HUD Five-Year Plan Experience:**  
Has the applicant organization submitted a HUD Five-Year Consolidated Plan electronically through IDIS?  
*Zero or 25 points*
- **Demonstrated Experience:**  
Does the applicant organization have a minimum of 5 years of experience preparing HUD Five-Year Plans for states or entitlement jurisdictions?  
*Up to 15 points*
- **Completion Schedule:**  
Can the applicant organization meet the May 2, 2025, deadline for the submission of the final documents?  
*Up to 25 points*
- **Housing Plan Experience:**  
Has the applicant organization completed Housing Plans or Studies for similar-sized cities?  
*Up to 10 points*
- **Section 3 Certification:**  
Is the applicant organization a Section 3 Certified Business?  
*Zero or 10 points*
- **Cost Proposal:**  
Is the applicant's proposal cost-effective?  
*Zero or 15 points*

## **PART II: 2025-2030 ANALYSIS OF IMPEDIMENTs TO FAIR HOUSING CHOICE**

This component requires the consultant to conduct an Analysis of Impediments (AI) to Fair Housing Choice and provide an Assessment of Fair Housing (AFH) for Birmingham. The AI should analyze public and private policies and practices that affect fair housing and identify actionable steps to overcome any identified impediments. The final AI document must comply with HUD’s assessment tool and guidelines and cover the period from July 1, 2025, through June 30, 2030.

The AI must be submitted by May 2, 2025.

### **Evaluation Criteria (Part II):**

- **AI/AFH Experience:**  
Has the applicant organization demonstrated a minimum of 5 years of experience preparing AI/AFH documents for states or entitlement jurisdictions?  
*Up to 25 points*
- **Completion Schedule:**  
Can the applicant organization meet the May 2, 2025, deadline for the submission of the AI document?  
*Up to 35 points*
- **Section 3 Certification:**  
Is the applicant organization a Section 3 Certified Business?  
*Zero or 10 points*
- **Cost Proposal:**  
Is the applicant's proposal cost-effective?  
*Zero or 20 points*

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## **COMPLIANCE WITH ANTI-DISCRIMINATION LAWS**

This grant will be conducted and administered in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and all applicable implementing regulations.

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We look forward to receiving your proposals and collaborating to enhance Birmingham’s Housing and Community Development efforts.

**Sincerely,**  
Dr. Meghan Venable-Thomas  
Director, Community Development Department

**APPENDIX A**

**TRANSPARENCY IN CITY GOVERNMENT  
DISCLOSURE AND CERTIFICATION FORM**

**INSTRUCTIONS:**

This form must be fully completed by any individual or entity (hereinafter referred to as “Vendor”) seeking to enter into a contract or appointment, provide services, obtain funding or otherwise do business with the City of Birmingham with the express exclusion of persons or entities exclusively providing grant funding to the City, General Services Administration (GSA) vendors, national cooperatives approved by the Alabama Department of Examiners of Public Accounts and governmental entities to include City boards and agencies.

Submit completed forms to the appropriate City Department. All questions must be answered. Respond “Not applicable” or “NA” if a question does not apply. Attach additional pages if needed. Completed forms will be submitted to the Birmingham City Council or the appropriate Council Committee along with the Applicant’s proposed contract, appointment and/or funding request.

For purposes of this Form, the following definitions apply:

Family Member of a Public Employee. The spouse, domestic partner or a dependent of the public employee.

Family Member of a Public Official. A spouse, domestic partner, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse, of the public official.

Public Employee. Any person employed by the City of Birmingham or its instrumentalities, including governmental corporations and authorities.

Public Official. Any person elected to public office of the City of Birmingham, whether or not that person has taken office, by the vote of the people, and any person appointed to a position at the City of Birmingham or its instrumentalities, including governmental corporations and authorities.

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This Form is a:

**New Submission**

**Update to a Previous Submission**

**Section 1: VENDOR NAME AND CONTACT:**

Vendor’s Legal Name:

Physical Street Address:

Mailing Address:

Phone Number:

Contact Person:

Section 2: DISCLOSURES

(a) Identify all officers, directors, owners, members, partners and executive management of the Vendor.

(b) (PUBLIC OFFICIAL)

Are any of the persons identified in paragraph (a) above a Family Member of a Public Official of the City of Birmingham or do they have an employment or other business relationship with a Public Official of the City of Birmingham or a Family Member of a Public Official? If “yes”, describe any family, employment or business relationship with the Public Official.

Yes

Not Applicable

(c) (PUBLIC EMPLOYEE)

Are any of the persons identified in paragraph (a) above a Family Member of a Public Employee of the City of Birmingham or do they have an employment or other business relationship with a Public Employee of the City of Birmingham or a Family Member of a Public Employee? If “yes”, describe any family, employment or business relationship with the Public Employee.

Yes

Not Applicable

**SECTION 3. LOBBYISTS, CONSULTANTS & ATTORNEYS:**

During the past three (3) years, has Vendor retained, hired or paid any person or entity including, but not limited to, a lobbyist, consultant or attorney, to assist Vendor in obtaining a City contract, appointment or funding? If “yes”, identify by individual name, firm name, address and telephone number any such person or entity.

- Yes                       Not Applicable

**SECTION 4: DISCLOSURE OF CONTRIBUTIONS:**

During the past three (3) years, has the Vendor provided a campaign contribution, a contribution to a political action committee that provides funding to a Public Official’s campaign or other funding to or performed services for a Public Official, or provided funding to or performed services for an individual or entity, including a charitable entity, at the request of a Public Official or Public Employee? If yes, identify the amount, date and recipient of any campaign contribution or other funding and/or the date, contract amount and nature of services performed.

- Yes                       Not Applicable

**SECTION 5: CONTRACTS WITH THE CITY OF BIRMINGHAM:**

Does the Vendor have any existing contracts with the City of Birmingham or contracts which have expired or been terminated within the past three (3) years?

- Yes                       No

**SECTION 6: CLAIMS AGAINST THE CITY OF BIRMINGHAM:**

Does the Vendor have any pending claims against the City of Birmingham.

- Yes                       No



SECTION 7: GOOD STANDING:

By signing this *Transparency in City Government Disclosure and Certification Form* Vendor affirms that it is current in regard to all required federal, state, and local business, tax and other filing requirements and licensure.

CERTIFICATION:

I, the undersigned, certify that I am authorized to execute this *Transparency in City Government Disclosure and Certification Form* on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the City of Birmingham is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the City to notify the City in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the City, permitting the City to declare any contract(s) resulting from this certification void and unenforceable.

VENDOR SIGNATURE:

X \_\_\_\_\_

NAME:

DATE:

**APPENDIX B - CERTIFICATIONS**

**CONSULTANTS OR NON-PROFIT ORGANIZATIONS CERTIFICATION  
REGARDING  
DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS**

1. The undersigned certifies to the City of Birmingham through its Department of Community Development that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or voluntarily excluded from any transactions or construction projects involving the use of Federal funds;
  - (b) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this certification had one or more public projects (Federal, State or local) terminated for cause of default.
  
2. Where the undersigned is unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this certification.

\_\_\_\_\_  
Organization Name

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION REGARDING  
PROHIBITION OF THE USE OF FEDERAL FUNDS  
FOR LOBBYING AND BRIBES**

I, \_\_\_\_\_, the \_\_\_\_\_

Of \_\_\_\_\_ (“Owner”) authorized to act on behalf of Owner certify to the City of Birmingham through its Department of Community Development that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the Owner, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Owner will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and
- (3) The Owner shall require that this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CODE OF CONDUCT CERTIFICATION**

The applicant covenants that no person who presently exercises any functions or responsibilities in connection with the program has any personal financial interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The developer further covenants that in the performance of this Agreement no person having any conflict of interest shall be employed. Any interest on the part of the Consultant or its employees must be disclosed to the City. This paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirements that maximum opportunity be provided for employment of and participation by low and moderate-income residents of the area.

**Signature of Authorized Certifying Official:**

**Title:**

\_\_\_\_\_

\_\_\_\_\_

**Applicant Organization:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Applicant's Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

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Signature/Authorized Official

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Date

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Title