



REQUEST FOR PROPOSALS (RFP)

Research Support for Green Economic Development Strategy &
Youth Apprenticeship Program

Issued by: City of Birmingham, Department of Innovation & Economic Opportunity

RFP Release Date: Tuesday, September 2, 2025

Proposals Due: Friday, September 26, 2025, 5:00 p.m. Central Standard Time

Contact: Sarah Wilson, Deputy Director, sarah.wilson@birminghamal.gov, 205-581-3078

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SECTION 1: THE OPPORTUNITY

Project Summary

The City of Birmingham is seeking proposals from qualified applied research institutions or independent researchers to provide research support funded by the City through a grant award from the U.S. Department of Energy’s Energy Efficiency and Conservation Block Grant (EECBG) Program. The selected respondent will work with City staff to develop a Green Economic Development Strategy and an accompanying Youth Apprenticeship Program that enables Birmingham's young residents to access quality employment opportunities in the clean energy sector.

The successful proposer will identify Birmingham’s priority clean energy industries, map existing education and workforce training programs, identify gaps in career pathways for youth, and co-develop a curriculum aligned with those findings. The City seeks a results-driven partner to help build the local green economy while addressing youth employment and workforce access.

Project Outcome

The EECBG Program, funded by the U.S. Department of Energy, provides flexible financial support to local governments to advance energy efficiency and reduce emissions. Birmingham has allocated a portion of its EECBG funding to advance the local green economy, enhance workforce development in clean energy industries, and equip residents with the skills needed for emerging job opportunities.

EECBG Project Goals

1. Develop a **Green Economic Development Strategy** that identifies clean energy industry opportunities specific to Birmingham.
2. Establish a **Youth Apprenticeship Program** aligned with clean energy sectors and career pathways.
3. Create a structured, implementable curriculum that enables high school or early-college students to enter and thrive in clean energy careers.
4. Deliver data and insights that can be used to guide long-term workforce development planning in the green economy.

Timeline

RFP Available	Tuesday, September 2, 2025
Pre-Bid Webinar	Monday, September 15, 2025
Questions Due to the City	Friday, September 19, 2025
Proposal Deadline	Friday, September 26, 2025, 5:00 p.m. CST
Vendor Interviews and Reference Checks	Early October 2025
Final Vendor Selection	Mid to Late October 2025

Evaluation Methodology

Each proposal will be evaluated consistent with Alabama State Procurement Law, and federal guidelines as enforced by the grant funding agency, the US Department of Energy.

Contact Information

All questions should be submitted in writing to Sarah Wilson, Department of Innovation & Economic Opportunity using the following format:

Email: sarah.wilson@birminghamal.gov

Subject: EECBG Research RFP Pre-Bid Question Submission

SECTION 2: PROJECT SCOPE

There are three main components to this contract project:

- (2.1) Landscape Analysis and Industry Prioritization
- (2.2) Education and Training Program Inventory
- (2.3) Youth Apprenticeship Design

The City of Birmingham is seeking a qualified researcher or institution to support its efforts in building equitable, youth-centered clean energy career pathways by completing the following components:

2.1 Landscape Analysis and Industry Prioritization

The selected contractor will conduct a comprehensive landscape analysis to determine the clean energy sectors with the highest potential for growth in Birmingham. This includes sectors such as energy efficiency, solar energy, electric vehicle (EV) infrastructure, and building retrofits. The analysis should include a detailed review of existing local assets, infrastructure, major employers, job trends, and workforce gaps to guide investment and policy decisions.

Expected Deliverable:

Interim Landscape Assessment Report (Due Month 3):

This report will summarize findings from the sector analysis, including:

- A prioritized list of clean energy sectors based on growth potential, job creation, and alignment with local assets
- A regional profile of employers and current job demand
- An inventory of existing infrastructure and initiatives related to clean energy
- Recommendations for sector focus based on economic viability, scalability, and community impact

This deliverable will serve as the foundation for the subsequent program design and stakeholder engagement.

Support:

The contractor will be supported by City staff who will provide access to economic development data, facilitate introductions to industry stakeholders, and assist with coordinating cross-sector input.

2.2 Education and Training Program Inventory

The contractor will create an inventory of existing education and workforce training programs relevant to the clean energy sectors identified in Phase 1. This includes programs offered by public school districts, community colleges, workforce development agencies, and non-profits. A critical part of this phase is identifying structural gaps and barriers to access that limit Birmingham's youth from entering green career pathways.

Expected Deliverable:

Clean Energy Industry Strategy Report (Due Month 4):

This deliverable will include:

- A comprehensive directory of existing training, credentialing, and career and technical education (CTE) programs in the Birmingham area

- A gap analysis identifying mismatches between employer demand and available training
- A barriers assessment outlining access challenges for youth (e.g., transportation, cost, lack of awareness)
- Strategic recommendations for aligning education pipelines with clean energy sector needs

This report will inform future program investments and policy interventions to build a stronger, more inclusive clean energy workforce.

Support:

The contractor will be supported by local education agencies, workforce boards, and community organizations who will provide data access and assist in identifying programs and participant challenges.

2.3 Youth Apprenticeship Design

Building on the findings from Phases 1 and 2, the contractor will design a youth-centered apprenticeship program tailored to the prioritized clean energy sectors. The program should be grounded in career exposure, industry demand and long-term employability. The contractor will co-develop a scalable and replicable curriculum in collaboration with the City of Birmingham and education partners. They will also identify necessary supports (e.g., transportation, mentorship, stipends) to ensure broad participation and success.

Expected Deliverable:

Apprenticeship Program Framework & Curriculum (Due Month 5):

This deliverable will include:

- A detailed program design, including learning objectives, training modules, and on-the-job training components
- A curriculum outline aligned with industry-recognized credentials and educational standards
- A recruitment strategy tailored to high school youth and young adults from Birmingham communities with low labor force participation and limited educational outcomes
- Employer engagement strategies to secure apprenticeship placements and long-term hiring commitments
- A sustainability and scalability plan for program expansion across Birmingham

This framework will guide pilot implementation and serve as a blueprint for future apprenticeship development in clean energy.

Support:

The contractor will work closely with City staff, employer partners, school district representatives, and training providers to ensure alignment and feasibility of the program design.

SECTION 3: YOUR TECHNICAL PROPOSAL

To be considered for this contract opportunity, we request that you submit a complete technical proposal including the following sections. The purpose of this guide is to ensure that your proposal is clearly structured and speaks directly to the objectives and deliverables outlined in the Scope of Work.

Results-Driven Elements

- **Core Outcome:** A ready-to-launch youth apprenticeship program and an economic strategy that position Birmingham for long-term clean energy growth.
- **Performance Milestones:** The City will structure the contract with clear deliverables and deadlines, including review checkpoints at each project phase.
- **Partnership Approach:** The selected partner will work closely with Birmingham's Office of Innovation and Economic Opportunity, school systems, and workforce agencies.

(3.1) Describe Yourself, Your Team, and Your Methodology

- Introduce your organization or research institution, including your mission, values, and relevant experience in workforce development, clean energy, or education and training initiatives.
- Identify key team members who will be assigned to the project. Describe their qualifications, roles, and relevant expertise.
- Explain your research and engagement methodology, including how you plan to conduct stakeholder interviews, data analysis, program inventorying, and curriculum development.

(3.2) Share Relevant Examples of Your Work

- Provide 2–3 examples of past projects similar in scope, complexity, or subject matter (e.g., sector strategy development, training program mapping, or apprenticeship design).
- Include a brief description of each project, the client or partner organization, your role, key deliverables, and the impact or outcomes of the work.
- Attach links to reports, toolkits, or other work samples if available.

(3.3) Tell Us Why You Are Interested in This Project

- Describe why your team is passionate about clean energy, youth development, or workforce development.
- Discuss your commitment to economic mobility and how it informs your approach.
- Explain how this project aligns with your mission and long-term goals, particularly in uplifting communities experience low labor force participation or access to good jobs.

(3.4) Propose Your Approach for This Project

Using the scope of work provided, outline your specific approach to completing each phase of the project:

2.1 Landscape Analysis and Industry Prioritization

- Detail your data collection methods, sources for economic and labor data, and how you will assess sector potential.

- Describe how you will engage local employers, community stakeholders, and government partners.
- 2.2 Education and Training Program Inventory**
- Explain how you will identify and map local CTE and workforce development programs.
 - Describe your approach to conducting gap analysis and identifying barriers to access for youth.
- 2.3 Youth Apprenticeship Design**
- Describe how you will co-create an apprenticeship framework with local partners.
 - Outline your curriculum design approach and how you will ensure alignment with industry needs and educational standards.
 - Include your strategy for stakeholder engagement, employer partnerships, and program sustainability.

Provide a high-level timeline and describe how you will manage the work over the 5-month engagement.

(3.5) Provide Three Current or Active References

Include the following for each reference:

- Name
- Title
- Organization
- Contact information (email and phone)
- Brief description of your work together

References should speak to your capacity to conduct research, engage stakeholders, or implement workforce or education-related programs.

Required Attachments

(3.6) Cover Letter

Submit a one-page cover letter summarizing your interest, qualifications, and availability for the project.

(3.7) Company Financial Statements

Please include your organization’s most recent financial statements (e.g., balance sheet, income statement, or IRS Form 990 for non-profits) to demonstrate fiscal responsibility and sustainability.

(3.8) Supplemental Materials

Attach any supporting documents that help convey your capabilities or enhance your proposal. This may include staff resumes, project brochures, infographics, or other materials.

Finalist Presentation

(3.9) Presentation Invitation (If Selected)

If your proposal is shortlisted, you will be invited to present your approach and qualifications to the City of Birmingham's project team. Presentations will be scheduled with adequate notice and should include relevant team members.

Optional Section

(3.10) Additional Insights or Offerings

This section is optional. You are encouraged to share ideas, innovations, or services that may not fit within the current scope or budget but demonstrate your added value as a partner. This might include:

- Insights into scaling programs citywide
- Digital tools for tracking program outcomes
- Innovative community engagement strategies

SECTION 4: YOUR PRICE PROPOSAL

IMPORTANT: Do not include any pricing information in the Technical Proposal. Proposals that reference pricing in the Technical Proposal will be disqualified.

The City of Birmingham expects proposals up to \$255,000 for this RFP. Please use the template below to submit a detailed Price Proposal, dividing the total project cost by the three defined project phases and cross-phase management.

Respondents must outline pricing for each phase of work, associated goals and deliverables, and include all anticipated costs such as personnel, travel, stakeholder engagement, materials, technology, subcontractors, and administration.

Price Proposal Submission Table

Phase	Goals & Outcomes	Deliverables	Proposed Cost
Phase 1: Landscape Analysis and Industry Prioritization	Identify clean energy sectors for investment; assess infrastructure and employer landscape.	Interim Landscape Assessment Report (Month 3)	\$ _____
Phase 2: Education and Training Program Inventory	Map current training programs; identify gaps and barriers to youth access.	Clean Energy Industry Strategy Report (Month 4)	\$ _____
Phase 3: Youth Apprenticeship Design	Develop apprenticeship framework and curriculum; propose implementation strategy.	Apprenticeship Program Framework & Curriculum (Month 5)	\$ _____
Project Management & Reporting (Cross-Phase)	Coordinate across phases; engage with City staff; manage communications and reporting.	Ongoing Coordination and Final Project Summary	\$ _____
Total			\$ _____

Additional Instructions for Price Proposal Submission

- Include a brief budget narrative describing how funds will be allocated across tasks and team members.
- Clearly indicate any subcontractors and their role in each phase.
- The City reserves the right to request clarification or adjustment of proposed costs during the review process.

Respondents must submit this section as a separate document from the Technical Proposal.

SECTION 5: HOW TO SUBMIT THE TECHNICAL & PRICE PROPOSALS

Proposal submissions will be accepted by email or mail. Regardless of how Proposals are submitted, all Proposals must be received no later than 5:00 pm Central Standard Time on Friday, September 26, 2025. Late proposals, or any parts thereof, will not be considered.

Submission by Email

Emailed submissions must be delivered in PDF format to the following address with the noted subject:

sarah.wilson@birminghamal.gov

Subject: [COMPANY NAME] EECBG Research RFP Response

Submissions by Mail or Hand Delivered

Mailed or hand-delivered proposals must be delivered to:

Sarah Wilson
Deputy Director
Department of Innovation & Economic Opportunity
City of Birmingham, 4th Floor
710 North 20th Street
Birmingham, AL 35203

SECTION 6: HOW WE CHOOSE

Proposal Evaluation Criteria

As this is a grant funded initiative, each proposal will be evaluated consistent with federal guidelines, enforced by the U.S. Department of Energy. Each proposal will be accepted and evaluated pursuant to Alabama State Procurement Law. The proposal will additionally be accepted and evaluated pursuant to the grant agreement between the City and the U.S. Department of Energy, including but not limited to the Standard and Specific Award Conditions and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. part 200) and all applicable federal, state, and local requirements, including all applicable statutes, rules, regulations, executive orders, directives or other requirements.

All proposals received will be reviewed to determine if the proposal meets the submission requirements and Minimum Evaluation Criteria. If a proposal meets the necessary requirements to progress to consideration, the Evaluation Committee will evaluate the proposals, applying Comparative Evaluation Criteria.

Minimum Evaluation Criteria:

1. Does Proposal include full and completed responses to all elements of the Technical Proposal (Section 3)?	YES/NO
2. Has an authorized representative of the Proposer signed the Cover Letter?	YES/NO
3. Did Proposer submit detailed Technical and Price Proposals?	YES/NO
4. Has Proposer agreed to terms of contract?	YES/NO

Comparative Evaluation Criteria

The City's Evaluation Committee will apply comparative evaluation criteria in deciding which proposal to select from among those that meet the minimum evaluation criteria. Ratings for each criterion will be assigned based on documentation provided in response to Section 3: *Your Technical Proposal*.

Each proposal will be evaluated using the following five criteria:

1. Research Qualifications & Team Expertise		
Highly Advantageous	Advantageous	Not Advantageous
Demonstrates extensive experience with similar research and workforce development projects; team has deep expertise in relevant subject areas.	Meets qualifications with generally relevant experience; some team members may have limited exposure to the topic.	Limited or no relevant experience; unclear or weak qualifications of key personnel.
2. Understanding of Birmingham's Context		
Highly Advantageous	Advantageous	Not Advantageous

Shows deep understanding of Birmingham’s local context and challenges; includes evidence of prior work or partnerships in the region.	Displays general understanding of the city’s context; some local tailoring present, though not deeply rooted.	Lacks clear understanding of Birmingham’s economic or social environment; little to no local relevance demonstrated.
3. Methodology and Project Plan		
Highly Advantageous	Advantageous	Not Advantageous
Presents a detailed, thoughtful, and feasible methodology with a strong implementation plan and stakeholder engagement strategy.	Methodology is clear and meets expectations, though some components may lack specificity or depth.	Methodology is vague, incomplete, or poorly aligned with the scope of work; lacks feasibility.
4. Innovation and Alignment with Goals		
Highly Advantageous	Advantageous	Not Advantageous
Includes creative, equity-driven, and impactful approaches aligned with clean energy, youth development, and economic mobility goals.	Generally aligned with goals; includes some innovation or unique strategies.	Minimal innovation; fails to demonstrate alignment with City goals or address core project objectives effectively.
5. Cost and Value for Money		
Highly Advantageous	Advantageous	Not Advantageous
Budget is transparent, cost-effective, and demonstrates high value for the proposed scope and deliverables.	Budget is acceptable and reasonable; some areas could be optimized.	Budget is unclear, not cost-effective, or exceeds expectations; lacks alignment between cost and deliverables.

Short List Interviews and Presentations

The scores from the written Response Packages will be summed based on the evaluation criteria above to create a short list of Consultant Teams for interviews/presentations. The selection committee has the authority to select the top tier of highly scored Consultant Teams from the Response Packages evaluations and invite them for a short list interview prior to awarding the contract.

In this process, the selection committee will ask the respondents to give an oral presentation of their respective Response Packages. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the Consultant Team to clarify or elaborate on their technical approach methodology without restating the Response Package to the review committee. The purpose of the short list interview and presentation is merely to present facts and explanation to the review committee, and not to negotiate any terms of the contract or selection process.

The short list interview and presentation will be held virtually and hosted by the City of Birmingham. The Consultant Teams will be notified of the specific day and time of their short list interview at least 10 business days prior to the interview / presentation.

After the short-list interviews, the selection committee will rank each short-listed team as 1, 2, 3, 4, etc. based on the interviews/presentations (i.e., with 1 being the best). The consultant team that will be selected for hire will be the one receiving the highest average ranking among the selection committee members.

Please note: there will not be an averaging of the scores from the RFP Response Packages and short-list interview scores. The team's RFP Response Package high score is what will allow the Consultant Team to be invited for the short-list interview. The teams that are invited to the short-list interviews will then be ranked against each other for final selection.

Negotiation and Award of the Contract

After selection of the preferred Consultant Team, the City will then negotiate a final cost and be able to enter into a formal agreement with the Consultant Team for the City of Birmingham contract.

Based on the information submitted and internal budgetary considerations, the City may request adjustment of the submitted Scope of Work. If negotiations cannot produce a contract, the City can declare an impasse and open negotiations with the second-ranked firm. If agreement cannot be reached with the second-ranked firm, contract negotiations will begin with the third-ranked firm. This process will continue until all interviewed firms have been exhausted.

Notwithstanding any other provision of this RFP, the City expressly reserves the right to:

- Waive any immaterial defect or informality
- Reject any or all proposals, or portions thereof
- Reissue a Request for Proposal
- Modify the number and types of data to be collected to meet budgetary limitations
- Cancel the Solicitation

Offer and Acceptance Period- A response to this RFP is an offer to contract with the City based upon the terms, conditions, scope of services, and specifications contained herein. Submitted proposals are deemed an irrevocable offer for ninety (90) days after the date and time of opening.

SECTION 7: IMPORTANT THINGS TO KNOW

Questions and Requests for Clarification

All questions and requests for clarification must be received in writing by Friday, September 19, 2025 in the format outlined below and in Section 1:

Email: sarah.wilson@birminghamal.gov

Subject: EECBG Research RFP Pre-Bid Question Submission

Proposal Modifications or Withdrawal

A Proposer may modify or withdraw a proposal by written notice if received by the Committee prior to 5:00 PM Central Standard Time on the submission date. Proposal modifications must be submitted in writing to sarah.wilson@birminghamal.gov with Subject: [COMPANY NAME] Proposal Modification No. X.

Contracting and Budget

The City of Birmingham anticipates a contract award not to exceed **\$255,000**. The project will begin upon contract execution and must be completed within **7 months**. The City may structure payment based on successful completion of milestones.

Terms and Conditions

The City reserves the right to reject any and all proposals. Respondents must comply with all applicable federal EECBG requirements, including documentation, reporting, and any other obligations.

SECTION 8: MAJOR CONTRACT PROVISIONS

This section is not all-inclusive but contains major provisions which may affect the development of a proposal.

Payment

Payment will be made in arrears only after submission of proper invoices to the City. The contract for this project is to be a fixed price type. Billing shall represent work completed prior to the invoice date. The invoice shall identify the description of work performed at the contract rates, and individuals performing the services. Payment of any invoice shall not preclude the City from making claim for adjustment on any service found not to have been in accordance with the contract.

Taxes

The City is exempt from Federal Excise Tax, including the Federal Transportation Tax. Exemption certificates will be furnished upon request.

Conflict of Interest

The City reserves the right to preclude offering a work assignment to a consultant should a real, apparent, or potential conflict of interest exist as determined by the City.

Performance Standards

The City relies upon the Consultant to provide services in accordance with the contract and performance standards established for each work assignment. The Consultant agrees that time is of the essence, and that contractual commitments shall be met.

Cancellation

Failure to perform any or all of the terms, promises, and conditions of the contract, including the specifications, may be deemed a substantial breach thereof. Default may be declared at any time if, in the opinion of the City:

- Consultant fails to adequately perform the services required in the contract.
- Consultant attempts to impose service or workmanship which is of an unacceptable quality.
- Consultant fails to make progress in the performance of the requirements of the contract and/or gives the City a positive indication that the Consultant will not or cannot perform its obligations according to the requirements and specifications of the contract.

After notice of cancellation has been sent to the Consultant, the Consultant agrees to perform the requirements of the contract through and including the effective date of cancellation, as though no cancellation had been made, and notwithstanding other legal remedies which may be available to the City because of the cancellation, agrees to indemnify the City for its cost in procuring the services of a new Consultant.

The City shall give the Consultant written notice of default. After receipt of such notice, the Consultant shall have five (5) days within which to cure such default. In the event the Consultant

does not cure such default, the City may terminate all or any part of the contract without further consideration by so notifying the Consultant in writing.

Contract Termination

By written notice, the City may terminate the contract, in whole or in part, when it is deemed to be in its best interest. If the contract is so terminated, Consultant will be compensated for work performed up to the effective date of termination. In no event shall payment for such costs exceed the current contract price.

Availability of Funds

If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the Consultant will only be reimbursed for the reasonable value of any non-recurring costs borne but not amortized in the price of services delivered under the contract, or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

Confidentiality

Consultant acknowledges that information disclosed to it concerning governmental operations during performance of a contract is confidential and/or proprietary and shall not be disclosed to third parties without prior written consent of those governments. Consultant shall establish and maintain procedures and controls for the purpose of assuring that no information in its records or obtained from jurisdictions and governmental entities in carrying out its functions under the contract shall be used or disclosed by it. The City reserves the right to review such procedures to ensure acceptability. Persons requesting such information should be referred to the City. All proprietary information and all copies thereof shall be returned to the City upon completion of the work for which it was obtained or developed.

Removal of Contract Employees

Consultant agrees to utilize only experienced, responsible, and capable people in the performance of the work. The City may require that the Consultant remove employees from the project who endanger persons or property or whose continued employment under this project is inconsistent with the interests of the City.

Contract Term

The term of any resultant contract shall commence on the date of Notice to Proceed, unless terminated, canceled, or extended as otherwise provided herein.

Insurance

Without limiting its liability, Consultant shall maintain the following insurance during the life of the contract: worker's compensation, comprehensive general liability, automobile liability, and professional liability. Consultant shall provide City with a standard Certificate of Insurance as evidence of this coverage. The amounts of coverage shall be negotiated as part of the contract, but shall generally be sufficient to protect the City from liability as a result of this project. Coverage shall not be canceled, reduced, or allowed to lapse without written notice to City.

Public Disclosure

Subject to applicable law or regulations, the content of each Applicant's proposal shall become public information upon the effective date of any resulting contract.

Ownership of Information

All materials submitted in response to this Request for Proposals will become the property of the City.

SECTION 9: PROTEST PROCEDURES

All protests must be submitted in writing to the City, who will act as the point of contact. The protest must include all of the following information:

- Protester's name and address
- Protester's contact name and telephone number
- A complete statement for each of the areas which the protester disputes
- A complete statement of the grounds for protest
- Full documentation of the Proposer's claim

Any potential Proposer believing that this RFP contains restrictive specifications or any other improprieties may file a protest with the City. Such protest shall be received no later than ten (10) business days prior to the proposal due date and time. The City will respond to the protest within five (5) business days of receipt of the protest. The protester will have five (5) business days to appeal the initial response of the City. Once an appeal has been received, the Director of the City of Birmingham's Office of Innovation and Economic Opportunity, in consultation with legal counsel, will render a final decision in writing within ten (10) business days.

Responses to protests received before contract award will be given within ten (10) business days of receipt. The protester will have five (5) business days to appeal the initial response. Once an appeal has been received, the Director of the City of Birmingham's Office of Innovation and Economic Opportunity will render his final decision in writing within ten (10) business days.

Protests filed after contract award must be received by the City within five (5) business days after notification of award. The City will respond within five (5) business days. The protester will have five (5) business days to appeal the initial response. Once an appeal has been received, the Director of the City of Birmingham's Office of Innovation and Economic Opportunity will render his final decision in writing within ten (10) business days.

If the initial procurement has been acted upon (resolution of contract approval) by the City, the response of the City shall be reported to the City Governing Body. The authorizing party will then issue a decision and authorize the City to take corrective action, if necessary. In all other cases, the Director of the City of Birmingham's Office of Innovation and Economic Opportunity, in consultation with legal counsel, will make the final decision.

SECTION 10: REQUIRED ATTACHMENTS AND FORMS

The following forms (attached hereto) must be signed by a duly authorized representative and submitted with the proposer's response. The required forms for Attachments A through E only need to be completed by the prime consultant.

Attachment A: Certification of non-collusion

Attachment B: Certification of Contingent Fees

Attachment C: Certification of Fair Employment Practices

Attachment D: Conflict of Interest Disclosure

Attachment E: Disadvantaged Business Enterprise (DBE) Utilization

Attachment F: Disadvantaged Business Enterprise (DBE) Certification

ATTACHMENT A: CERTIFICATION OF NON-COLLUSION

The undersigned, having been fully informed regarding the accuracy of the statements made herein, certifies that:

1. This proposal was developed and submitted independently and without consultation, communication, collusion, understanding, or agreement with any other Proposer or potential Proposer.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract.
3. This proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
4. _____ (name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not, in the last five years, been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/Position of Signatory Signature

Name of Proposer/Firm Date

Business Address

ATTACHMENT B: CERTIFICATION OF CONTINGENT FEES

The Proposer acknowledges that no City assistance has been paid or will be paid on its behalf to any person(s) for influencing or attempting to influence an officer or employee of the City or member of the City Governing Body in connection with the award of any City contract, the making of any City grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any City contract, grant, loan, or cooperative agreement.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/Position of Signatory Signature

Name of Proposer/Firm Date

Business Address

ATTACHMENT C: CERTIFICATION OF FAIR EMPLOYMENT PRACTICES

The undersigned states that _____ (Proposer), by its employment policy, standards, and practices, does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal, or laying off of any individual due to his/her race, creed, color, national origin, age, sex, religion, or disability.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/Position of Signatory Signature

Name of Proposer/Firm Date

Business Address

ATTACHMENT D: CONFLICT OF INTEREST DISCLOSURE

Instructions

The City, in keeping with the State of Alabama Ethics Law, asks that all persons or firms seeking contracts valued at \$50,000 or more complete and submit this form along with their proposal. This requirement also applies to any proposed subcontractors whose portion of the work is valued at \$25,000 or more. Failure to comply with this requirement may cause your proposal to be declared non-responsive.

Questions

1. Does your firm have an existing relationship with any employee(s) of the City and/or member(s) of the City Governing Body that could be construed as creating a conflict of interest (e.g., a financial interest), or which would give rise to a conflict if your firm became a recipient of a contract with the City?

YES NO

If "yes," please list the names of employee(s), Governing Body member(s), and the nature of the relationship:

Name: _____

Relationship: _____

2. Have you or any member of your firm been an employee of the City or served as a member of the City Governing Body within the last 24 months?

YES NO

If "yes," please list name(s), position(s), and dates of service:

Name: _____

Position: _____

Date of Service: _____

3. Are you or any manager(s), partner(s), or officer(s) of your firm related by blood or marriage/domestic partnership to an employee of the City or member of the City Governing Body that is considering your contract proposal?

YES NO

If "yes," please list the name and nature of the relationship:

Name: _____

Relationship: _____

4. In the last 24 months, have you or any members of your firm been a business partner of, employed, or about to employ an employee of the City or City Governing Body?

YES NO

If "yes," please list the name and nature of the relationship:

Name: _____

Relationship: _____

5. Have you or any manager(s), partner(s), or officer(s) of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contributions(s) (including political contributions) or gift(s) to any current employee of the City or City Governing Body?

YES NO

If "yes," please list the name, date gift of contribution was given/offered, and dollar value:

Name: _____

Date: _____

Value: _____

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/ Position of Signatory Signature

Name of Proposer/ Firm and Date

Business Address

ATTACHMENT E: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION FORM

<p>Name of Prime Contractor:</p> <p>Project:</p>
<p>Name of DBE Contractor:</p> <p>Address:</p> <p>Type of Work to be Performed:</p> <p>Projected Date for Work:</p> <p>Percentage of Total Proposal:</p>
<p>Name of DBE Contractor:</p> <p>Address:</p> <p>Type of Work to be Performed:</p> <p>Projected Date for Work:</p> <p>Percentage of Total Proposal:</p>
<p>Name of DBE Contractor:</p>

Address:

Type of Work to be Performed:

Projected Date for Work:

Percentage of Total Proposal:

The undersigned will enter into a formal agreement with the above Disadvantaged Business Enterprise(s) for work listed in this schedule, conditioned upon execution of a contract with the City of Birmingham.

Authorized Signature Date:

Title/Position:

**ATTACHMENT F: DISADVANTAGED BUSINESS ENTERPRISE (DBE)
CERTIFICATION**