



navigate

AFFORDABLE HOUSING PARTNERS

**REQUEST FOR QUALIFICATIONS**  
**for**  
**URBAN PLANNING SERVICES**

*Navigate Affordable Housing Partners, Inc.  
seeks statements of qualifications for urban planning services related to  
McClendon Park and the surrounding neighborhoods  
in the City of Birmingham, Alabama.*

**Navigate Affordable Housing Partners, Inc.**  
Eric Q. Strong, Chief Executive Officer

**March 8, 2017**

**Deadline for responses: March 22, 2017, 5:00 PM CST**

## **I. GENERAL INFORMATION**

### **A. Navigate Affordable Housing Partners**

Navigate Affordable Housing Partners, Inc. (“Navigate”) is a non-profit corporation located in Birmingham, Alabama. With forty-five (45) employees, offices in four (4) states and an annual operating budget of approximately \$500 million dollars, Navigate is a Mission Driven Entrepreneurial Entity that uses its revenues to positively impact lives through the development, purchase, and management of affordable housing and the provision of related programs and services.

Over the past fifteen (15) years, Navigate has invested nearly \$45 million dollars into affordable housing projects, programs and services. Some examples of these community investments include grants to agencies such as Children’s Aid Society, Childcare Resources, Old Firehouse Shelter, First Light/Pathways, New Pilgrim Homes, Villa Maria Manor, and YWCA Woodlawn.

### **B. Overview of McClendon Park and Surrounding Neighborhoods**

McClendon Park is a sixty-eight (68) acre park located in West Birmingham at 400 Graymont Avenue. Located within the park is Legion Field, a football stadium that can seat approximately 71,000 spectators. Since 1946, Legion Field has hosted the Magic City Classic, an annual football game featuring Alabama A&M University and Alabama State University, the two largest historically black universities in Alabama. The Magic City Classic is the largest historically black college and university football game in the nation and draws crowds of more than 60,000 people.

McClendon Park is located in the Graymont neighborhood of the Smithfield Community. While the Smithfield Community is widely known for its historic significance during the Civil Rights Era, blight, vacancy, and tax delinquent properties are commonplace.

Birmingham-Southern College, a private liberal arts college of about 1300 students, and Baptist Princeton Hospital are neighbors to the park. The University of Alabama – Birmingham, which has long served as an anchor for Downtown Birmingham and is the City’s largest institute of higher learning and largest employer, is less than three (3) miles away from the park.

## **II. ANTICIPATED SCOPE OF SERVICES**

Consistent with its multi-faceted vision for enriching the lives of people in the Birmingham community, Navigate is seeking the services of an experienced urban planning firm for planning services related to the redevelopment of McClendon Park, including Legion Field, and the immediately surrounding neighborhoods. Navigate wishes to revive this culturally significant area and create a cohesive community that will benefit the current and future residents.

Upon selection by Navigate, firms will be required to define the scope and details of the project as well as identify and work with stakeholders located in Birmingham.

### **III. SUBMISSION REQUIREMENTS**

Firms interested in submitting their qualifications are required to follow the recommended guidelines and instructions contained in this Request for Qualifications (“RFQ”). Statements of qualification should provide a straightforward, complete and concise description of the firm’s capabilities and qualifications to provide the requested urban planning services to Navigate.

Please number your responses exactly as the questions are presented herein, and limit to twelve (12) one-sided pages, except work samples, which may be included in a separate PDF document.

Interested firms and consultants are invited to submit statements of qualification that contain the following information:

1. **Experience, Structure, and Personnel** – Consultants are invited to submit the name, resumes, and background of the consultant’s potential team members and any potential sub-consultants who may participate in this project. Consultants may illustrate how relevant past planning efforts were successful and provide relevant experience for all persons and sub-consultants who may be actively engaged in this project. Consultants will have the opportunity to revise this information upon finalizing the scope of services.
2. **Examples** – Consultants may provide examples of relevant projects completed by their firm and may provide one client reference for each project.
3. **Schedule** – Navigate may request the submission of additional information or clarification to assist in evaluation of qualifications. Navigate reserves the right to reject any or all statements of qualifications.
4. **Creativity and Sustainability** – Consultants should demonstrate the ability to able to think “outside the box”. Navigate is dedicated to inspiring investment aligned with community expectation through great planning and building.
5. **Fees** – Fees will be negotiated upon finalization of the scope of services for this project.

### **IV. Submission Process**

In order to be considered for selection, interested firms must submit a complete response to this RFQ. Respondents must submit an electronic copy of the statement of qualification in PDF format to Eric Strong at [estrong@navigatehousing.com](mailto:estrong@navigatehousing.com).

Statements of qualification should be clearly marked “RFQ Urban Planning-McClendon Park Project”. Work samples may also be provided.

Statements of qualification must be received no later than **5:00 PM CST on March 22, 2017**.

Any firm submitting a statement of qualification in response to this RFQ may be required to give an oral presentation of their qualifications to Navigate. This oral presentation may provide an opportunity for the firms to clarify or elaborate on their qualifications. Navigate’s request for an oral presentation shall not constitute retention of the firm for future services.

Navigate may reject any or all statements of qualification submitted if such election is deemed to be in the best interest of Navigate. Navigate assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the execution of a contract.

It is Navigate’s intent to hire and contract with an urban planner by April 1, 2017.

## **V. SELECTION CRITERIA**

In evaluating statements of qualification submitted pursuant to this RFQ, Navigate places high value on the following factors, not necessarily in order of importance:

- Experience of firm and employees to be assigned to this project, and in particular, experience providing urban planning services to municipalities, economic development organizations, and other governmental entities.
- Quality of work product as demonstrated through submitted work samples.
- Demonstrated knowledge of urban planning services.
- Experience of the firm with comparable organizations and types of services.
- Innovating or outstanding work by firm that demonstrates the firm’s unique qualifications to provide urban planning services.

Notification of the RFQ will be mailed to firms that appear to fit the image, quality and service Navigate wishes to offer. Navigate assumes no responsibility for failure to send the RFQ to all interested urban planning firms.

## **VI. RESOURCES**

Navigate suggests, but does not require, that respondents review the following plans and reports, which can be found at <http://consulting.navigatehousing.com/rfpsrfqs/rfq-for-urban-planning-services>.

- **City of Birmingham Comprehensive Plan** – Over 2,300 citizens, business owners and stakeholders were involved in the development of the Comprehensive Plan, which details challenges affecting the communities

within Birmingham. The Comprehensive Plan also offers solutions to these challenges and plans for the future.

- **Western Area Communities Framework Plan** – This Framework Plan builds on the foundation set by the Comprehensive Plan, but specifically addresses the western areas of Birmingham, including Legion Field and the surrounding area. A cooperative effort by various federal, state, and city agencies, the Framework Plan includes a Vision Statement and Community Goals, along with sections on Community Renewal, Green Systems, Economic Development, Transportation, and Land Use.
- **City of Birmingham Housing and Neighborhood Study** – In 2014, Birmingham adopted this plan as in depth assessment of Birmingham housing and neighborhoods.
- **EngAge: A Report to the Community on Senior Adults in the Greater Birmingham Area** – The Community Foundation worked with AdvantAge Initiative to conduct a comprehensive needs assessment of senior adults in the City.

## **VII. QUESTIONS/CONTACT PERSON**

Questions concerning this RFQ or the review process may be directed by email only to Eric Strong at [estrong@navigatehousing.com](mailto:estrong@navigatehousing.com). Please include McClendon Park Project as the subject line.

Questions must be submitted in as described above no later than March 15, 2017, at 5:00 CST.

Addenda to this RFQ, including responses to any questions, will be posted on Navigate's web site (<http://consulting.navigatehousing.com/rfpsrfqs/rfq-for-urban-planning-services>). Answers to timely submitted questions will be posted no later than March 20, 2017, at 5:00 PM CST.