NOTICE

May 7, 2026

CITY OF MONTGOMERY, ALABAMA
REQUEST FOR QUALIFICATIONS (RFQ)
FOR NSPIRE HOUSING INSPECTION SERVICES
for
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
FUNDED PROJECTS

The City of Montgomery will receive Statements of Qualifications (SOQs) from interested parties to provide NSPIRE housing inspection services. Contracts are to be procured from a list of pre-qualified professional providers by the Department of Economic Development's Housing Development Division. Subject properties were assisted by the City for development, in whole or in part with funds provided by the U.S. Department of Housing and Urban Development (HUD).

The City's primary goals in pertaining to these services are to:

1. To meet any special requirements of national and/or programmatic objectives set forth by HUD regulations and the Department of Economic Development for activities funded under federal, State, and/or local programs.

2. To be programmatically compliant with all regulations set forth under HUD regulations for the CDBG, HOME, and ESG programs.

The purpose and scope of the activities shall be in conformance with all applicable requirements of the U.S. Department of Housing and Urban Development (HUD).

Statements of Qualifications will be received on or after Monday, June 8, 2026, and this RFQ will remain open perpetually for up to five (5) years.

Copies of the RFQ may be obtained from the Housing Development Division by calling 334-625-2297, or by visiting the City's website at:

https://www.montgomeryal.gov/government/city-government/city-departments/economic-development/housing-development-division-1

All inquiries (not submittals) should be in writing and directed to:

Reginald D. Marable, Sr., Director of Housing, at rmarable@montgomeryal.gov.

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Services
For NSPIRE Housing Inspections for
Projects Funded by the U.S. Department of Housing and Urban Development
and the
City of Montgomery
Department of Economic Development, Housing Division

Date published/posted: **May 7, 2026**

Beginning with Statements of Qualifications (SOQs) received on or after Monday, June 8, 2026, this RFQ will remain open for five (5) years thereafter, through June 30, 2031, subject to any subsequently posted extensions.

All SOQ submissions must be plainly marked “NSPIRE Housing Inspections Statement of Qualifications” and must clearly bear the name of the sender. Submit one hard copy with long-edge binding and one electronic copy in .pdf file format on USB drive or compact disc via hand delivery, courier, or U.S. mail to:

Reginald D. Marable, Sr., Housing Director
Department of Community Development
City of Montgomery
25 Washington Avenue, 4th Floor
Montgomery, AL 36104

All correspondence for inquiries should be in writing and directed to:

Reginald D. Marable, Sr., Director of Housing, at rmarable@montgomeryal.gov.

Background

The Economic Development Department's Housing Development Division of the City of Montgomery, Alabama is seeking qualifications from professional housing inspection firms to provide inspection services for low-income rental housing units, whose development was assisted in whole or in part by the City, using funds provided by the United States Department of Housing and Urban Development (HUD). The inspections are required at properties for which the owner/developer is responsible for compliance with HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) requirements, per the NSPIRE Final Rule (88 FR 30442) and accompanying Federal Register Notices (88 FR 40832, 88 FR 66882). The City will award one (1) contract for an initial term of twelve (12) months, which may be extended thereafter on an annual basis. Contracts will only be awarded to firms that are pre-qualified and experienced in conducting NSPIRE approved services.

Qualifications

Responses will be evaluated based on the firm's prior experience and qualifications on comparable work and the ability to meet project schedules. Disadvantaged Business Enterprise (DBE) status and/or participation will also be taken into consideration. There is no page limit for submittals.

SOQs will be reviewed and scored using a standardized matrix to determine eligibility for selection. Using the format under 'Format of SOQ Submittal' below, SOQs should, at a minimum, include the following:

1. The name of the parent company, which shall be the primary point of contact, and statement of the locations where the actual work would be performed.
2. The names and full contact data of principals, including names, titles, telephone numbers, mailing addresses and e-mail addresses.
3. Indicate whether the firm operates as a sole proprietor, partnership or corporation; and, if incorporated, include the state in which the firm is incorporated. The statement should include information on the corporate status of the firm to operate in the State of Alabama, if any, or State of incorporation.
5. Resumes and Alabama professional registration numbers, if applicable, of all personnel that are anticipated to perform the work, both in-house and third-party providers, should be included.
6. A list of client references for previous NSPIRE related work performed, whom the City may contact about the firm's performance. The list should include (1) a brief

description of the property inspected; (2) a primary contact name, address, current telephone number; and (3) a description of firm's scope of services provided as part of the work that was performed.

7. Provide a statement of professional and financial status or solvency, including any pending legal disputes. If none exists, include a statement to that effect and a copy of the latest certified financial statement, along with a formal statement on official letterhead as to whether or not the firm is operating on a sound financial basis (as would be supported by the most recent financial audit, if requested later by the Housing Division).

Schedule

Describe how the size and experience of the organizational team will adequately support and deliver NSPIRE services as required by the Housing Division. Identify the process for management controls that your firm will utilize to execute NSPIRE inspection requirements, and to implement established timelines.

In-person Interview

Upon receiving the RFQ responses, the Housing Division will evaluate and pre-qualify firms using a standardized matrix to determine eligibility for selection. Entities submitting SOQs may be asked to participate in interviews and/or to provide additional information, which could include but not be limited to clarifications of qualifications and technical, financial, and managerial capacity. Beginning in sequential order of submittal receipts, a list of pre-qualified NSPIRE inspection providers will be compiled, from which the Housing Division will select to offer a contract. The list will remain active for a term of five (5) years from the date of this RFQ. Within the 5-year period, subsequent submittals by additional providers may be accepted and approved for pre-qualification as needed.

Negotiation and Evaluation

Written Statements of Qualifications will be accepted at any time via hand delivery, U.S. mail, or private courier only, and will be received and date/time stamped at the Housing Division office. Upon review of each submittal, Housing staff will notify the responding service provider in writing, as to acceptance status. All SOQs must earn a minimum score of 80% of available points for approval to the pre-qualified list.

Beginning no sooner than thirty (30) days after May 5, 2026, the Housing Division will initiate the formation of the list of approved providers, which will be considered for approval in priority order of (1) top scores, and then (2) date of original receipt. Any

submittal that is determined to be incomplete upon receipt will be withheld out of the receiving order, until the provider is notified and has provided the missing information.

This Request for Qualifications does not commit the City of Montgomery, Alabama to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFQ, or to procure or contract for any supplies, goods or services. The City reserves the right to reject any and all submittals or cancel the solicitation if it is in the best interest of the City to do so. Any SOQ for which pre-qualification is not approved may be re-submitted, per terms and conditions to be provided at the sole discretion of the Director of Housing. Any negotiations will be in conformance with applicable federal, state, and City of Montgomery laws, regulations and procedures. All selected service providers must be able to comply with all City, State and Federal laws, regulations and guidelines.

Evaluation

1.	Demonstrated evidence of professional staff and qualifications	40%
2.	Demonstrated evidence of prior successful projects	30%
3.	MBE/DBE/FBE firm status	10%
4.	Professional references, licenses, certifications, etc.	20%

Format of SOQ Submittal

Qualifications statements must include ALL of the following information, under long-edge binding, and organized using tabulation ***in the order indicated*** below (DO NOT SUBSTITUTE previously published marketing materials, except to ADD relevant excerpts of such, within the applicable tabs):

1. Cover letter on official letterhead stating interest in participating in service contracts with the City of Montgomery that are "to be awarded from a list of pre-qualified providers," (verbatim), with signature of the duly authorized principal
2. Proof of the provider's current registration in the federal System for Award Management (SAM) at *www.SAM.gov* (as referenced, page 17)
3. Copy of the executed E-verify Affidavit and the entire Memorandum of Understating (MOU) available at *https://www.e-verify.gov/*
4. Professional resumes of key personnel
5. Current equivalent or similar contracts, including property name, brief description, city and State
6. List of professional references: contact name, address, telephone number
7. Evidence of any applicable licenses and certifications
8. Evidence of Professional Errors and Omissions & Liability Insurance
9. SAMPLE of a prior NSPIRE inspection services contract (redacted as applicable)
10. Typical **NSPIRE service pricing schedule**:
    - Site Inspection $_____
    - Compliance Review & Assessment $_____
    - Report Production $_____
    - Other (add as needed) $_____
11. Sample of preferred contract format for NSPIRE professional services
12. Signed Business Entity Information form (Exhibit A)
13. Completed Organizational Statement form, as applicable (Exhibits B-D)
14. Executed Certification Regarding Debarment & Suspension (Exhibit 15 E)
15. Executed RFQ/Procurement Statement of Compliance (page 16)
16. Vendor Ownership Questionnaire (page 18)
17. Waste, Fraud, Abuse, and Whistleblower Protections Policy (page 19)

Certification of Non-discrimination Policy

Pre-qualified professional service providers shall not, at any time, discriminate on the grounds of race, religion, color, sex, disability or national origin in the selection of employees and sub-consultants.

This shall, at a minimum, include employment, promotion, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training. The City of Montgomery strongly encourages the use of Disadvantaged Business Enterprises (DBEs) for projects financed with City or federal funds.

Firms shall comply with all applicable Federal laws, regulations, and requirements, and all provisions of any contract or agreement executed in association with this RFQ, including compliance with the provisions of the Housing and Community Development Act (HCD) of 1974 and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program and/or other HUD funded programs. The applicable laws and regulations include, but are not limited to:

- Waste, Fraud, Abuse, and Whistleblower Protections Policy (Exhibit A)
- 24 CFR Part 570;
- 24 CFR Part 92;
- 24 CFR Part 576;
- 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards”;
- The Davis-Bacon Fair Labor Standards Act;
- The Contract Work Hours and Safety Standards Act of 1962;
- Copeland “Anti-Kickback” Act of 1934;
- Non-discrimination in employment, established by Executive Order 14173;
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA);
- Title VI of the Civil Rights Act of 1964; (Public Law 88-352 implemented in 24 CFR Part 1)Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (Public Law 90-234 and Executive Order 11063 as amended by Executive Order 12259 (implemented in 24 CFR Part 107);
- Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
- Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 75);

- Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
- Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
- The Architectural Barriers Act of 1968;
- The Americans With Disabilities Act (ADA) of 1990;
- The Age Discrimination Act of 1975, as amended;
- National Environmental Policy of 1969 (42 USC 4321 et seq.), as amended;
- Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
- Asbestos guidelines established in CPD Notice 90-44;
- HUD Environmental Criteria and Standards (24 CFR Parts 50, 51, and 58);
- The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39;
- Historic Preservation Act of 1966, as amended, and related laws and Executive Orders;
- Federal restrictions on the use of power of eminent domain;
- Byrd Anti-Lobbying Amendment (and related acts and requirements);
- Executive Order 11988, Floodplain Management, 1977 (42 FR 26951 et seq.); and,
- Flood Disaster Protection Act of 1973.
- Hatch Act of 1939 (Chapter 15 15 Title V of the U.S.C.)
- Beason-Hammon Act of Alabama (Section 13-1, et seq., Code of Alabama 1975) The Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that business entities and employers with whom the City contracts provide proof of enrollment and participation in E-Verify, an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States.
- The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS. There is NO fee to register for this site.
- Build America, Buy America Act (BABA) enacted under Division G, Title IX of the Infrastructure Investment and Jobs Act (IIJA, Pub. L. No. 117-58) signed into law on November 15, 2021.

- As proof of enrollment and participation in E-Verify, the City requires the following:

1) The City of Montgomery's Affidavit for Business Entity, fully completed and signed; and,
2) The 13-page E-Verify Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees).

Exhibits and Attachments

A. Business Entity Information *11*
B. Corporation Statement *12*
C. Partnership / Joint Venture Agreement *13*
D. Individual Statement *14*
E. Certification Regarding Debarment and Suspension *15*
RFQ/Procurement Statement of Compliance (E-Verify) *16*
Agency Exclusion Record for System for Award Management (SAM) *17*
Vendor Ownership Questionnaire *18*
Waste, Fraud, Abuse, and Whistleblower Protections Policy - Appendix A *19*

Exhibit A

BUSINESS ENTITY INFORMATION

Please provide the following organizational and/or personal information about the service provider entity. This must be sworn to by an authorized representative that has responsibility and authority to attest to its accuracy and correctness.

The undersigned authorized representative agrees to furnish any additional information, upon request, as may be needed by the City, to substantiate or clarify any submitted qualifications and information.

I hereby certify that the data and information submitted herein regarding myself, my organization, and its staff, are true and accurate to the best of my knowledge.

_____
Business name (exactly as it should appear on a service contract)

_____
Signature

_____
Printed name and title

Form of Business Entity (Check one):

( ) Corporation
( ) Partnership
( ) Individual
( ) Joint Venture

Exhibit B
ORGANIZATIONAL STATEMENT for a CORPORATION

Date of original incorporation:

Location (State) of original incorporation:

Date the corporation was authorized to do business in Alabama:

Indicate by checking whether the corporation is ( ) public ( ) private.
If public, how and where is the stock traded?
Indicate the type of incorporation used (LLC/S-Corp, etc.):

Below this line, list the county, date, book, and page where incorporation is recorded.

Please list the name, title, and mailing address of each director, officer, and principal shareholder owning 10% or more of the corporation's issued stock. Use a separate page if needed.

Directors:

Director's Name	Mailing Address	Any Other Principal Business

Officers:

Officer's Name	Mailing Address	Position

Principal stockholders owning 10% or more of issued stock:

Shareholder's Name	Mailing Address	Any Other Principal Business

Exhibit C

ORGANIZATIONAL STATEMENT for a PARTNERSHIP or JOINT VENTURE

Original date of organization:

Year that the partnership/joint venture began to do business in Alabama:

Indicate by checking whether the organization is a:
( ) General Partnership ( ) Limited Partnership ( ) Joint Venture
If limited partnership, indicate the type (LP/LLP/LLLP):

Was the Partnership/Joint Venture Agreement recorded? ( ) Yes ( ) No
If 'YES,' below this line, list the county, date, book, and page of the record.

Please list the name, address, and partnership share of each general/limited partner.

Partners:

Partner's Name	Mailing Address	Partnership Share

Please list the name, email address, and phone number of a full-time managing officer or managing employee, and a secondary contact.

Contact Info:

Contact Name	Email Address	Phone Number

Exhibit D

ORGANIZATIONAL STATEMENT for a SOLE PROPRIETOR

Original start date of business:
Year that this proprietor began to do business in Alabama:

Was a Successor Agreement recorded? ( ) Yes ( ) No
If 'YES,' below this line, list the county, date, book, and page of the record.

Proprietor name (full-time managing owner):

Mailing address:

Business office physical address:

Email address:

Office phone number:

Mobile phone number:

Secondary contact name (operating employee):
Secondary contact email:
Secondary contact phone:

Exhibit E

CERTIFICATION REGARDING DEBARMENT & SUSPENSION

1. I certify to the best of my knowledge and belief that NEITHER I/we, nor any of my/our principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and/or any Federal agency.

2. Principals, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The professional environmental services provider or firm shall provide immediate written notice to the City of Montgomery if, at any time prior to the award of any contract, said provider or firm learns that this certification was in error when submitted, or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a contract. If it is later determined that the professional environmental services provider or firm knowingly rendered an erroneous certification: in addition to other remedies available to it, the City of Montgomery may terminate and/or withdraw the award resulting from the Statement of Qualifications for default.

_____
Signature of Authorized Representative or Sole Proprietor

_____
Printed name

_____
Title:

RFQ/PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED

This form with attachment is to be returned with the response to any RFQ or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.

State of Alabama

County of Montgomery

"As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as _____(title/position) for _____ (business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama."

I further attest that said business entity/employer/contractor is enrolled in the **E-Verify** program.

(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY IS ENROLLED IN THE E-VERIFY PROGRAM).

_____

Signature

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b) and (c) as amended.

AGENCY EXCLUSION RECORD FOR SYSTEM FOR AWARD MANAGEMENT
See www.SAM.gov

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS. There is NO fee to register for this site.

This page with the Sam.gov attachment is to be returned with the response to any RFQ or other form of procurement as a condition for the award of any contract, grant, or incentive by the United States Department of Housing and Urban Development (HUD), any subdivision thereof, or any HUD-funded entity.

Vendor Ownership Questionnaire

Please check all categories that apply.

VENDOR NAME:_____

ADDRESS:_____

PHONE #: _____

EMAIL ADDRESS:_____

IS THIS A MINORITY BUSINESS ENTERPRISE (MBE), i.e., minority ownership?
_____ YES _____NO

IS THIS A FEMALE BUSINESS ENTERPRISE (FBE), i.e., female ownership?
_____ YES _____NO

DISADVANTAGED BUSINESS ENTERPRISE (DBE), i.e., disadvantaged ownership?
_____ YES _____NO

IS THE COMPANY INCORPORATED _____YES _____NO

ETHNICITY OF OWNERSHIP:
_____ ASIAN AMERICAN
_____ AMERICAN INDIAN
_____ BLACK
_____ DISABLED
_____ HISPANIC
_____ OTHER (PLEASE SPECIFY):_____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE:_____

Appendix A

Waste, Fraud, Abuse, and Whistleblower Protections Policy

(Attached)

CITY OF MONTGOMERY
DEPARTMENT OF ECONOMIC DEVELOPMENT
HOUSING DEVELOPMENT DIVISION

Waste, Fraud, Abuse, and Whistleblower Protections Policy

Reporting Fraud, Waste, and Abuse

Any person who becomes aware of the existence or apparent existence of fraud, waste, or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG).

How to Report Allegations

Allegations of fraud, waste, and abuse related to HUD programs can be reported to the HUD OIG hotline via phone at 1-800-347-3735 or online hotline form. The Recipient must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce.

Whistleblower Protections

Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, recipient, and subrecipient—as well as a personal services contractor—who make a protected disclosure about a Federal award or contract cannot be discharged, demoted, or otherwise discriminated against if they reasonably believe the information they disclose is evidence of (1) gross mismanagement of a Federal contract or award; (2) waste of Federal funds; (3) abuse of authority relating to a Federal contract or award; (4) substantial and specific danger to public health and safety; or (5) violations of law, rule, or regulation related to a Federal contract or award.

Employee Acknowledgment

As an employee of the City of Montgomery, Alabama, I have read, understand, and will comply with the *Waste, Fraud, Abuse, and Whistleblower Protections Policy*

_____ _____

Employee **Date**