

HANCOCK COUNTY, MISSISSIPPI REQUEST FOR PROPOSALS

Hancock County, Mississippi (the “County”) is requesting proposals from qualified individuals or firms for preparation of its Katrina Community Development Block Grant (CDBG) application and subsequent administration for a proposed improvements at Stennis International Airport funded through current allocations from the Mississippi Development Authority. All services will be provided in accordance with applicable state and federal program rules and regulations under the Katrina CDBG program.

ENGINEERING: Engineering design for construction of the proposed improvements including: all design surveys, preliminary design work, final design phase, preparation of plans and specifications, and construction inspection. Firms or individuals proposing to perform engineering services should submit a list of their qualifications, experience, and capacity for performance.

Said proposals will be received in the Hancock County Port and Harbor Commission Administration Office located at 14054 Fred and Al Key Road Kiln, MS 39556 no later than 10:00 A.M., October 12, 2022, after which time they will be opened by the Selection Committee.

This project is covered by the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) (“Section 3”) and with the requirement of 24 CFR Part 75.

PROPOSAL CONTENT AND EVALUATION CRITERIA

In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications and Experience in sufficient detail. Each respondent is cautioned to carefully review the Proposal Content requirements as set forth below to ensure that all responsibilities and obligations are properly addressed. The Consultant Selection Committee will then review each proposal and select a qualified individual or firm. Proposals will be reviewed by the Selection Committee, using the following selection criteria. Each member of the committee will assign points to each criterion based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest number of votes, as rated by the Selection Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

Proposal Content: To be considered, the proposal must include the following:

- A. Qualifications – Statement of Qualifications of each person to be assigned to the project.
- B. Experience – Information reflecting the experience of the firm/individual as related to the scope of work outlined above. The information which should be submitted as a minimum should be types of related work, size and funding level of projects, and experience with CDBG and other federal projects.

- C. Capacity of Performance – Ability to perform the work in a timely manner. Proposal shall contain information regarding staff and other resources to be used in the implementation of the project.

Proposals may be held by the County for a period not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the proposer, prior to awarding the contract.

FUNDING AVAILABLE

The amount of funds to be allocated for the project have not been awarded at this time; consequently, proposals will be received on the basis of qualifications, experience, and capacity as set forth above. The County is an equal opportunity employer. MBE and/or WBE individuals/firms are encouraged to submit a proposal.

One (1) original and five (5) copies of the proposal should be packaged, sealed, and properly labeled as follows:

NAME OF FIRM OR INDIVIDUAL
PROPOSAL FOR ENGINEERING SERVICES
KATRINA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

and delivered or mailed to: Hancock County Port and Harbor Commission Administration Office located at 14054 Fred and Al Key Road Kiln, MS 39556 no later than 10:00 A.M., October 12, 2022, after which time they will be opened by the Selection Committee. The Selection Committee will then review each proposal and select a qualified firm or individual.

Request for Proposal packets may be picked up at the office of Maureen Anderson at 14054 Fred and Al Key Road Kiln, MS 39556 or requested via email at manderson@hcphc.ms

Please publish on:

On October 12, 2022 and October 19, 2022

Please send (2) certified Proofs of Publication and Invoice to:

HCPHC, Accounting Department

14054 Fred and Al Key Road

Kiln, MS 39556