

**Ocean Springs, Mississippi**  
**Request for Proposals – Facilities Design Services**

The City of Ocean Springs, Mississippi will accept sealed Statements of Qualifications from firms and/or individuals for professional services required for Architectural Design and Engineering for a new Public Works facility.

This project will create a new Public Works compound to relocate the current operations for the City of Ocean Springs Public Works Department from its current location on Pine Drive to a new location off of Bienville Blvd, previously occupied by a concrete plant facility.

**REQUIRED SERVICES:** The selected consultant shall complete facilities design services in accordance with applicable state and federal laws, regulations, and procedures. Activities will include site planning and design to ensure compliance with all aspects of project design and implementation including construction oversight.

Proposals for this work will be reviewed and rated in accordance with the following rating factors/criteria:

1. **QUALIFICATIONS:** Knowledge and technical expertise in this and similar projects;
2. **EXPERIENCE:** With similar projects;
3. **CAPACITY FOR PERFORMANCE:** The capacity to complete the work in a proper and timely manner given the current workload and staff; and
4. **PERFORMANCE:** Past performance of the consultant.

All proposals will be rated based on the following rating system which will be used to determine the best/acceptable offeror:

- Qualifications – 40 Points
- Experience – 30 Points
- Capacity – 20 Points
- Performance – 10 Points

Proposals will be reviewed by a Selection Committee using the above selection criteria. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the committee to be the most advantageous to the City. The contract will include scope and extent of work and other essential requirements. The Mayor and Board of Aldermen of the City of Ocean Springs reserve the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process. The City of Ocean Springs is an equal opportunity employer.

Proposals shall be sealed and properly labeled as:

- **PROPOSAL FOR FACILITIES DESIGN SERVICES, CITY OF OCEAN SPRINGS PUBLIC WORKS DEPARTMENT**

**Proposals may be delivered or mailed to the following no later than 4:00 p.m., Tuesday, January 10, 2023.**

**Attn: City Clerk, City of Ocean Springs**

Hand-Deliver: 1018 Porter Avenue, Ocean Springs, MS 39564

Mailing: Post Office Box 1800, Ocean Springs, MS 39566-1800

The proposals will be referred to the Selection Committee which will review and rate each proposal and select the best proposal based on the above rating factors/criteria. The Selection Committee will recommend the selected firm/individual to the Mayor and Board of Aldermen for approval. **Six (6) originals and one electronic copy of each proposal shall be submitted.**

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Publish Two (2) Times in Legal Section on: **Wednesday, December 7th, 2022 – and –  
Wednesday, December 14, 2022**

Send Invoice and Proof of Publication To: City Clerk / City of Ocean Springs  
Post Office Box 1800, Ocean Springs, MS 39566-1800