REQUEST FOR QUALIFICATIONS

**STATE OF MISSISSIPPI**

**COUNTY OF HANCOCK**

The City of Bay St. Louis, Mississippi, will receive proposals for:

**City Planning Services for 2023 Comprehensive Plan
REQUEST FOR QUALIFICATIONS**

at CITY HALL LOCATED AT 688 HIGHWAY 90, BAY ST. LOUIS, MISSISSIPPI, until 10:00 A.M. CST, October 17, 2022, and then at said office publicly opened and read aloud.

The Contract Documents are on file and may be examined at the following locations:

1. Bay St. Louis City Hall, 688 Highway 90, Bay St. Louis, Mississippi 39520
2. [www.baystlouis-msbids.com](http://www.baystlouis-msbids.com) (log-in registration required)

Specifications are being made available via hard copy or digital download at [www.baystlouis-msbids.com](http://www.baystlouis-msbids.com). Interested vendors can view documents for free, but are required to log-in or register for an account to download or order documents.  Specification documents are non-refundable and must be purchased through the website.  Questions regarding website registration and online orders, please contact Plan House at 228-248-0181.  No partial specification manuals will be issued. No contract documents (hard copies or electronic copies) will be issued to Vendors within twenty-four (24) hours of the time indicated above for receiving submissions. For those interested, qualifications can be electronically submitted at [www.baystlouis-msbids.com](http://www.baystlouis-msbids.com) under the project page.  All interpretations of specifications shall be directed to Michael Reso, CAO/City Clerk at mreso@baystlouis-ms.com.

**All submittals must be on file with the City Clerk prior to the opening time as stated above. All submittals must be sealed and clearly marked on the outside of the envelope as indicated** **“CITY PLANNING SERVICES FOR 2023 COMPREHENSIVE PLAN RFQ”.**  Responses submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Envelopes not so marked are submitted at the risk of the prospective Submitter and the City assumes no responsibility for the premature opening of same by any City employee.

Submittals sent through the U.S. Mail are done so at the risk of the Prospective Vendor and should be addressed to the City of Bay St. Louis, in care of the City Clerk’s Office, 688 Highway 90, Bay St. Louis, Mississippi, 39520. The City is NOT responsible for submittals that arrive in the mail after the designated opening time. Submittals may be delivered in-person to the City Clerk’s Office located at 688 Highway 90, Bay St. Louis, Mississippi until 10:00 a.m. CST on September 17, 2022.

Publish Wednesday, 9/28/22 and Wednesday 10/5/22.

Michael Reso, CAO/City Clerk

Bay St. Louis, Mississippi