**MISSISSIPPI GULF COAST REGIONAL CONVENTION & VISITORS BUREAU D/B/A COASTAL MISSISSIPPI**

**REQUEST FOR PROPOSALS INFORMATION PACKET**

**LEGAL SERVICES**

Mississippi Gulf Coast Regional Convention and Visitors Bureau d/b/a Coastal Mississippi (“Owner”) will accept sealed proposals from qualified firms for professional legal services in connection with the Gulf Coast Tourist Wayfinding and Informational Signage Project (“Project”).

After two years of dedicated work, Coastal Mississippi was awarded a $1 Million grant from the U.S. Treasury through RESTORE Act Funds and MDEQ to use for Wayfinding & Signage projects.   
The project seeks to create a sense of arrival in Coastal Mississippi and promote the area’s attractions through gateway treatments at strategic locations. The gateway treatments include monuments, artwork, infrastructure, signs, and landscaping that will consist of iconic wayfinding signs and roadside markers symbolic of the Gulf Coast that communicate the Coast’s unique identity.

If you have any questions concerning the proposal, please contact Duncan Ing, Executive Administrator, Coastal Mississippi (228) 388-7446 or by email at [duncan@coastalmississippi.com](mailto:duncan@coastalmississippi.com). All questions that are submitted will be answered in toto and sent to all respondents. Questions must be submitted by November 10th at 5:00 PM. Note: all times in this document are Central Standard Time (CST). Please note that contact between respondents, staff, commissioners, and those involved with this project outside of the aforementioned avenues will be construed as a conflict of interest and is strictly prohibited.

The services required for this project are:

LEGAL SERVICES: The selected Legal Professional shall complete legal services in accordance with applicable State and Federal laws, regulations, and procedures. Being licensed to practice law in Mississippi is a *sine qua non* for this project. The Legal Professional shall provide legal services, including serving as the Owner’s professional legal representative for the Project, and providing professional legal consultation and advice. Activities will include legal services for the Project described as follows:

Project Location: At the border of Louisiana and Mississippi in Hancock County, Mississippi, then at the border of Alabama and Mississippi in Jackson County, Mississippi. Various other locations may be considered as part of this project.

General Scope of Work: The proposed project anticipates the construction and installation of approximately two (2) large signs and associated fixtures at the aforementioned locations to welcome tourists to Coastal Mississippi. Various other locations may be considered as part of this project and additional signage may be deemed appropriate.

Legal services will include services associated with obtaining easements from property owners, orchestrating Memorandums of Understanding with state and county agencies, other legal matters related to this project that are not explicitly described herein, and all legal services components relative to the Sub-Award Agreement with the Mississippi Department of Environmental Quality and the associated requirements of the RESTORE ACT.

Firms proposing to perform services should submit a list of their qualifications, experience, and capacity for performance. Firms must submit the name of the person within the firm who will be the Owner’s contact and will be primarily responsible for rendering services if the firm is selected.

Proposals must include the following information:

1. Capabilities, Experience, and Past Performance: Each firm or individual will be evaluated on its demonstrated capabilities and experience to provide the services described to the Owner. Proposers are encouraged to elaborate on their qualifications and performance data or staff pertinent to the proposed project.
2. Key Personnel: Each firm or individual will be evaluated on the experience and education of the key personnel that will be assigned to the Owner’s project.
3. Federal Grant Project Experience: The experience of the firm or individual with federal grant programs. The information submitted should, as a minimum, include: (1) type of federal program, (2) the amount of federal funds, and (3) types of project activities undertaken, pertinent to federally-assisted projects.
4. Ability to Accomplish Work: Each firm or individual will be evaluated on its ability to provide required services in a timely manner. Items to be considered include the number of qualified staff (emphasis on local staffing), supporting technical staff, and availability of equipment and facilities.
5. Cost: Each firm or individual will be evaluated on the proposed cost to complete the required services. Firms or individuals should include an estimated retainer for this project and an hourly rate for services rendered related to this project that may be deemed outside of the scope of services covered by the retainer fee.
6. Local Experience: Each firm or individual will be evaluated on its familiarity with the state and local regulations and procedures.
7. Other: Each firm or individual will be evaluated on any supportive information that demonstrates their capabilities to best suit the needs of the Owner.

All proposals will be rated on the following system to determine the best-qualified proposer:

Maximum Points - Description

30 points - Capabilities, Experience, and Past Performance

20 points - Key Personnel

20 points - Federal Grant Project Experience

15 points - Ability to Accomplish Work

10 points - Cost

5 points - Local Experience

Total – 100 points

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Selected Coastal Mississippi staff and a task force will open and review each proposal that adheres to the proposal requirements and select 3 qualified firms or individuals to recommend to the Coastal Mississippi Board of Commissioners. The Board of Commissioners will then select an approved firm or individual with which to entertain a contract for negotiation with Coastal Mississippi. Six (6) copies of the proposal should be packaged, sealed, and properly labeled as follows:

**NAME OF FIRM OR INDIVIDUAL**

**PROPOSAL FOR LEGAL SERVICES**

**GULF COAST TOURIST WAYFINDING AND INFORMATIONAL SIGNAGE PROJECT**

and delivered or mailed to the addresses below no later than 11:00 a.m., November 27, 2022:

Delivery:

Coastal Mississippi

Attn: Duncan Ing

2350 Beach Blvd. Ste. A, Biloxi, MS 39531

Mail:

Coastal Mississippi

Attn: Duncan Ing

P.O. Box 8005 Biloxi, MS 39535

Firms submitting proposals are solely responsible for meeting submittal deadlines. Proposals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.

Proposals may be held by the Owner for a period of not to exceed ninety (90) days from the date of opening for the purpose of reviewing the proposals and investigating the qualifications of the applicants prior to awarding. A contract will be awarded to the qualified, responsible firm whose proposal is most advantageous to the Owner, with price and other factors considered. The Owner reserves the right to waive any irregularities or informalities in the proposals submitted, reject any and all proposals, or terminate the solicitation with no contract awarded.

Warranties

By applying to this RFP, firms/individuals submitting Proposals warrant and represent the following:

1. The firm/individual does not have any unpaid Federal tax liability for which all judicial and administrative remedies have been exhausted.
2. The firm/individual has a valid DUNS number and active registration with the General Services Administration’s, government-wide System for Award Management Exclusions (SAM exclusions). The SAM Exclusions can be found at https//www.sam.gov/portal/public/SAM/.

Proposals are being requested in accordance with Item (b)(2) of 2 C. F. R. §200.320 “Methods of procurement.”

The Owner is an equal opportunity employer.

Any contract awarded must comply with the Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) contracting requirements outlined in “Attachment B” to this solicitation. MBE and/or WBE individuals/firms are encouraged to respond to this solicitation.

**ATTACHMENT A: ADVERTISEMENT – REQUEST FOR PROPOSALS**

**MISSISSIPPI GULF COAST REGIONAL CONVENTION & VISITORS BUREAU D/B/A COASTAL MISSISSIPPI**

**ADVERTISEMENT - REQUEST FOR PROPOSALS**

**PROFESSIONAL LEGAL SERVICES**

Sealed Proposals will be received by the Mississippi Gulf Coast Regional Convention & Visitors Bureau d/b/a Coastal Mississippi via delivery at 2350 Beach Blvd. Ste. A Biloxi, MS 39531, and via mail at Coastal Mississippi Attn: Duncan Ing P.O. Box 8005 Biloxi, MS 39535 until 11:00 a.m., Monday, November 27, 2022, for Professional Legal Services, as described below:

LEGAL SERVICES: The selected Legal Professional shall complete legal services in accordance with applicable State and Federal laws, regulations, and procedures. Being licensed to practice law in Mississippi is a *sine qua non* for this project. The Legal Professional shall provide legal services, including serving as the Owner’s professional legal representative for the Project, and providing professional legal consultation and advice. Activities will include legal services for the Project described as follows:

Project Location: At the border of Louisiana and Mississippi in Hancock County, Mississippi, then at the border of Alabama and Mississippi in Jackson County, Mississippi. Various other locations may be considered as part of this project.

General Scope of Work: The proposed project anticipates the construction and installation of approximately two (2) large signs and associated fixtures at the aforementioned locations to welcome tourists to Coastal Mississippi. Various other locations may be considered as part of this project and additional signage may be deemed appropriate.

Legal services will include services associated with obtaining easements from property owners, orchestrating Memorandums of Understanding with state and county agencies, other legal matters related to this project that are not explicitly described herein, and all legal services components relative to the Sub-Award Agreement with the Mississippi Department of Environmental Quality and the associated requirements of the RESTORE ACT.

Information packets will be located at the address listed above, Monday through Friday, 9:00 a.m. to 3:00 p.m. Firms/individuals should submit proposals in accordance with the Information Packet. Firms/Individuals must submit the name of the primary contact person and the person within the firm (if applicable) who shall be the Owner’s contact and party primarily responsible for rendering services, if selected.

Additional information regarding the scope of work for this solicitation may also be obtained by contacting Duncan Ing, Executive Administrator, Coastal Mississippi at 228-388-7446, or by email at [duncan@coastalmississippi.com](mailto:duncan@coastalmississippi.com). All questions that are submitted will be answered in toto and sent to all respondents. Questions must be submitted by November 10th at 5:00 PM. Note: all times in this document are Central Standard Time (CST). Please also note that contact between respondents, staff, commissioners, and those involved with this project outside of the aforementioned avenues will be construed as a conflict of interest and is strictly prohibited.

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Department of the Treasury and the Mississippi Department of Environmental Quality under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act). Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the RESTORE Act Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, the RETORE Act, 33 U. S. C. 1321(t), Treasury Regulations 31 C. F. R. § 34 et seq., including 31 C. F. R. §§ 34, Subpart D, all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The Mississippi Department of Environmental Quality, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract.

Minority and women’s business enterprises are solicited to submit a proposal and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321.

If you have any questions concerning the Request for Proposals, please call Duncan Ing, Executive Administrator, Coastal Mississippi at (228) 388-7446 or email at [duncan@coastalmississippi.com](mailto:duncan@coastalmississippi.com).

**ATTACHMENT B: CONTRACTING WITH SMALL AND MINORITY BUSINESSES,**

**WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

**Documentation of compliance with the following requirements is a matter of contractor responsibility. When subcontracting, the contractor must submit documentation of good faith efforts to meet the project’s MBE/WBE requirements before contracted work can commence. (MBE/WBE requirements are outlined below and can be found at 2 C. F. R. §200.321.) Failure on the part of the contractor to submit proper documentation may cause the Owner not to execute or to terminate the contract.**

(a) The prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The prime contractor should note that this requirement mandates two responsibilities. Separate solicitations must be made of minority **and** women's business enterprises.

**SUBMITTAL OF MINORITY BUSINESS ENTERPRISE AND**

**WOMEN’S BUSINESS ENTERPRISE (MBE/WBE) DOCUMENTATION**

Prior to contract execution, the prime contractor must submit:

- A written certification that no subcontracts will be issued.

- OR -

- The Subcontractor Listing Form detailing all subcontractors from whom quotes were received including name, contact person, address, phone, and status (MBE, WBE or Non).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to MBE/WBE enterprises:

* A certification from each MBE and/or WBE firm declaring its status as a MBE or WBE firm. This can be an MDOT, SBA, or MDA certification. A self-certification is acceptable, if the certification specifies the basis for MBE/WBE designation (e.g., the business is 51% owned and daily operation is controlled by one or more women or minority owners).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to Non-MBE/WBE:

- For all subcontracts for which there are capable certified MBE/WBE firms existing to potentially perform the work, letters transmitted to MBE and WBE firms requesting quotes or proposals for specific subcontracting opportunities and encouraging inquiries for further details. Solicitations should have been sent in a timely manner, including allowed response time. (See “Sample Letter from Contractor to MBE/WBE Firms” below.)

- A listing of certified MBE and WBE firms from whom quotes or proposals were received, if any, who were not awarded subcontracts.

- Evidence that each Non-MBE/WBE subcontractor selected for the scope of work, was lower in price than each MBE/WBE proposal (or that there is some other acceptable reason to select the Non-MBE/WBE) and that the scope of work was the same for both the MBE/WBE and Non-MBE/WBE.

The contractor may utilize the following resources to assist in MBE/WBE affirmative outreach:

-MDOT Disadvantaged Business Entity (DBE) Website:

<http://sp.mdot.ms.gov/Civil%20Rights/Pages/DBE.aspx>

-MDA Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Directory: <https://minority.mississippi.org/MinorityBusinessDirectory.aspx>

Should the Prime Contractor intend to later issue a subcontract, the above affirmative steps must be followed and documentation of such submitted to the Owner for review as described under this section.