**REQUEST FOR PROPOSALS**

**FOR PROFESSIONAL PLANNING CONSULTANT SERVICES**

The Community Development Office of the City of Moss Point, Mississippi is requesting proposals from qualified individuals or firms for:

Planning Services for its Community Development Block Grant (CDBG) Entitlement Program

All services will be provided in accordance with applicable state and federal program rules and regulations under the Community Development Block Grant (CDBG) Program.

Six Proposal copies should be sealed and properly labeled and may be hand delivered or mailed to the City Clerks’ Office, City of Moss Point, 4320 McInnis Ave. by 12:00 p.m. (noon), Wednesday, June 7, 2023 after which time they will be opened and publicly announced at 2:00 p.m. on the same date. The Selection Review Committee will then review each proposal and select a qualified firm or individual. The Selection Review Committee will also make a recommendation to the Mayor’s Office for consideration for approval or disapproval at the regular meeting of the board on Tuesday, June 20, 2023.

All proposals should be clearly identified as follows:

**NAME OF FIRM OR INDIVIDUAL**

**PROPOSALS FOR DEVELOPMENT PLANNING CONSULTANT SERVICES**

**COMMUNITY DEVELOPMENT BLOCK GRANT ENTITLEMENT PROGRAM**

**ONE YEAR ACTION PLAN INCLUDING ENVIRONMENATL ASSESSMENT**

**Scope of Work**

The selected consultant firm or individual shall be responsible for performance of services in accordance with applicable state and federal laws, regulations, and procedures. The scope of work is detailed as follows:

**COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLANS**

The City is in the process of developing its 2023 Annual Action Plan and is seeking qualified firms and or individuals to assist in the plan development. These plans must be submitted to the United States Department of Housing and Urban Development (HUD) in accordance with their required deadlines.

Firms or individuals proposing to perform planning services should submit a list of their qualifications, experience, and capacity for performance.

* Re-assess needs and assets of Community. Develop plan that provides a basis for assessing performance. This consists of determining priority needs, available capacity to address needs and the resources available.
* Develop projects that coincide with the goals and objectives outlined in the 2022-2026 Consolidated Plan.
* Consult with various community stakeholders. As directed in 24 CFR Part 91. 100, at a minimum, consult with (1) housing services, (2) health services, (3) social services, (4) homeless services, (5) county, (6) state, (7) adjacent jurisdictions, (8) HOPWA, (9) lead-based paint, (10) public housing authorities.
* Ensure sufficient research is done on all related projects and reports are prepared to meet the need for environmental assessment for all projects.
* Public hearings. Conduct all related public hearings, act as liaison between the community, Community Development Department, and City officials.

**Contract Type**

The City of Moss Point desires to enter into a contract with a qualified firm or individual on a lump sum basis with a mutually agreeable predetermined maximum upset price.

**Proposal Content and Evaluation Criteria**

In order for our proposal to be properly evaluated, you must submit a Statement of Qualifications, Experience, Capacity, and Price in sufficient detail to be evaluated. The proposal must include the following parts.

**Maximum Points**

**35**

1. **Qualifications**- Information reflecting qualifications of persons.

**35**

1. **Experience-** Information regarding the experience of the firm/individual, particularly in connection with preparation in connection with preparation of Consolidated Plans and One-Year Action Plans for CDBG Entitlement Cities. The Information submitted should, as a minimum, include a listing of the Consolidated Plans and Action Plans Prepared by the consultant and the name if the city for which the Plans were prepared.

**20**

1. **Capacity for Performance (Work Force)** - Identify number of staff available to provide services. As evidence of capacity, the City will consider previous records with regard to performance in preparation of CDBG Annual Action Plans/Consolidated Plans.

 **10** 4**. Cost**- Provide a lump sum cost of the work to be performed.

**100 Total Points**

Proposals may be held by the City of Moss Point for a period not to exceed thirty (30) days from the date of opening or proposals for the purpose of reviewing the proposals and investigating the qualifications of the consultant, prior to awarding the contract. Contract awards are subject to the availability of funds from the U.S. Department of Housing and Urban Development. The Mayor and Alderman reserve the right to reject any and all proposals and to waive and irregularities of informalities in the proposal process. The City of Moss Point is an equal opportunity employer. MBE and/or WBE firms/individuals are encouraged to submit a proposal.