Request for Proposals

For Professional Administrative Consulting Services

The City of Moss Point, Mississippi is requesting proposals from qualified individuals or firms for administration of its use of Community Development Block Grant (CDBG) funds allocated in response to 2020 Hurricane Zeta and 2021 Hurricane Ida 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.

The project will involve, but not be limited to, the Administration of the Zeta/Ida CDBG project referred to as the *Moss Point Stormwater Infrastructure Program*. That program is broken into three (3) distinct phases, including: (1) the Moss Point Emergency Drainage Rehabilitation Project, (2) the Moss Point Disaster Recovery Study Project, and (3) the Moss Point Stormwater Mitigation Project. The expectation of the City is that the administrator shall be responsible for all three phases of the project.

Said proposals will be received in the City of Moss Point City Clerk’s Office, 4320 McInnis Avenue, Moss Point, MS 39563 no later than 12:00 noon on August 3, 2023 and bids will be opened by the Selection Committee at 2:00 p.m. on August 3, 2023.

This project is funded in whole or in part with HUD Community Development Block Grant Disaster Recovery funds. All applicable federal regulations shall be in full force and effect, including Section 3 of the Housing and Community Development Act of 1968 (Section 3). Section 3 requires that, to the greatest extent feasible, hiring and contracting opportunities be afforded to low- and very low-income persons.

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.

All proposals should be submitted in a sealed envelope clearly identified as follows:

NAME OF CONSULTING FIRM OR INDIVIDUAL

PROPOSAL FOR ADMINISTRATIVE SERVICES

HURRICANES ZETA & IDA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SCOPE OF WORK

The selected administrator shall be responsible for application, preparation, and the complete administrative services of the funded project in accordance with applicable state and federal laws, regulations, and procedures. Activities will include ensuring compliance with all applicable state and federal laws, regulations, and procedures, particularly those of the CDBG Program.

CONTRACT TYPE

The City of Moss Point desires to enter into a contract with the selected consultant on a lump sum basis with a mutually agreeable predetermined maximum price.

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. Proposals will be reviewed by the Selection Committee, using the following selection criteria. Each member of the committee will assign points to each criteria 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:

1. Qualifications – Statement of Qualifications of each person to be assigned to the project.
2. Experience – Information reflecting the experience of the bidder 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.
3. 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 will be reviewed by a selection committee of selected members and others deemed qualified by the City of Moss Point. Proposals will be evaluated on the following point scale: Qualifications – 40; Experience – 30; Capacity – 30; Total – 100 Points\*\*

Proposals may be held by the City 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 administrator, prior to awarding the contract. The City of Moss Point is an equal opportunity employer. MBE and/or WBE individuals/firms are encouraged to submit proposals.

FUNDING AVAILABLE

The amount of administrative funds to be allocated for the project is yet to be determined. It is the intent of the City of Moss Point to award the fees upon completion of each of the three (3) phases in lump sums to be mutually agreed upon for each phase.