

REQUEST FOR PROPOSALS

Notice is hereby given that the City of Biloxi, Mississippi, will receive sealed proposals at the Mayor's Office, City Hall, second floor, until 10:00 AM on the 20th day of December, 2023, for the following:

BILOXI SPORTS COMPLEX TENNIS COURT LIGHTING

The City of Biloxi will accept Proposals from qualified firms for the design and installation of new LED light fixtures at the Holloway Sports Complex Tennis Courts in accordance with USTA guidelines for high school and club play. Location of said work is 765 Wells Drive Biloxi MS.

All questions shall be submitted in writing to engineering@biloxi.ms.us and responses will be sent through an Addendum. Verbal responses shall not be binding.

Proposal documents are available at www.biloxiplans.com. At this site proposals can be viewed for no charge or physically purchased. All plan holders are required to have a valid email address for registration. Purchased proposal documents are non-refundable and must be purchased through the website. Questions regarding website registration and online orders please contact web support at (662) 407-0193.

A view only copy of the proposal document is also available at the City of Biloxi Engineering Department, which is located at 214 A Delaney Street, Biloxi, Mississippi (the Public Works Building), (228) 435-6269; or City of Biloxi Purchasing Office, City Hall, first floor, 140 Lameuse Street, Biloxi, Mississippi (228) 435-6252.

All addenda will be issued through biloxiplans.com only to those proposers on the bidders list. Proposers can be placed on the bidders list only through acquiring this proposal through the biloxiplans.com website. City employees are not able to add companies to the bidders list.

All questions regarding this RFP must be received by 4:00 p.m. December 14, 2023. No questions will be answered after this date.

Firms or individuals proposing to furnish professional services should submit a statement of their qualifications, experience, and capacity for performance. A selection committee will rank the proposals received by criteria described below:

- Cost Estimate – 40%
Estimated cost as submitted in the proposal document
- Experience - 25%
Previous experience with similar projects
Experience with similar work completed in the last 5 years
Past performance including timelines, cost parameters, and construction phase projects
- Qualifications - 25%
Technical competence of project designers and managers
Knowledge of USTA Standards
Proposed lighting plan
Proximity to project location
- Capacity for Performance - 10%

Ability to perform in a timely fashion and within budget
Personnel resources, company infrastructure

Firms will be evaluated and ranked according to the above criteria.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in the final contractual obligations. A written contract will be awarded to the firm whose proposal is determined by the committee to be most advantageous to the City, cost and other factors considered. The contract will include scope and extent of work and other essential requirements.

If proposer elects to submit hard copy proposals, 5 copies shall be submitted. Hard copy proposals shall be delivered to the Mayor's Office, Second Floor, City Hall Building, 140 Lameuse Street, Biloxi, Mississippi, 39530. Proposers have the option of submitting their bids sealed in an envelope or through the City's electronic bid submission link at www.biloxiplans.com.

Proposals should be sealed and properly labeled as **BILOXI SPORTS COMPLEX TENNIS COURT LIGHTING** and the envelope should list Company Name, Address and all applicable state and local license numbers.

The City reserves the right to reject any and all bids and to waive any informality in the proposal accepted. The City of Biloxi is an equal opportunity employer.

Published by the order of the Municipal Clerk, this the 14th day of November, 2023.

(SEAL)


MUNICIPAL CLERK

SEND PROOF OF PUBLICATION

Publish Twice: November 20, 2023 & November 27, 2023.