

NOTICE OF REQUEST FOR PROPOSALS

The Board of Supervisors of Harrison County, Mississippi, will receive Sealed Proposals at the Board Conference Room in the First Judicial District Courthouse located at 1801 23rd Avenue, Gulfport, Mississippi, until the hour of **10:30 o'clock A.M. on Monday, August 12, 2019** for “**RFP TO PROVIDE PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN ACTIVE LIVING INITIATIVE**”.

The proposed planning area includes the incorporated cities of Pass Christian, Long Beach, Gulfport, Biloxi and D'Iberville as well as the urbanized unincorporated areas within the County.

The goal of the Active Living Initiative is to develop an action-oriented resource that will identify a network of bicycle, pedestrian, and trail opportunities and will provide clear priorities, tools programs, and policies for city/county professionals to use when transforming the county into a safe bicycle and pedestrian friendly community. The proposal should include the following key elements:

- Identify Project Goals and Objectives
- Identify Existing Deficiencies and Future Needs
- Evaluate and Prioritize Capital Improvement Needs
- Develop Bicycle and Pedestrian Design Guide
- Develop Funding Strategies
- Public Input and Public Outreach
- Prepare Final Plan Report and Presentation

The proposal must include:

- 1) **Qualifications** - List of qualifications of each staff person to be assigned to the plan.
- 2) **Experience** - Information regarding the experience of the firm. This should include types of bicycle, pedestrian, & trails plans and any undertaken in similar types of regional environments and at least three (3) references.
- 3) **Capacity for Performance** – Identify the staff by title who are available to provide services within a timely manner.

All proposals will be rated based on the following description and maximum points:

- a. **Qualifications** – 40 points
- b. **Experience** – 40 points
- c. **Capacity to perform** – 20 points

All proposals submitted are to include one (1) original and four (4) copies.

Any questions in regards to the specifications, qualifications or any item of the RFP should be submitted in writing to:

Jody M. Webster
Harrison County Purchase Clerk
1801 23rd Avenue, Gulfport, MS 39501
Ph: 228-865-4028 Fax: 228-865-4223
Email: jmwebster@co.harrison.ms.us

Sealed Proposals must be on file with the Clerk of the Board prior to the opening time as stated above. All proposals must be sealed and clearly marked on the outside of the envelope as indicated **“RFP TO PROVIDE PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN ACTIVE LIVING INITIATIVE” to be opened on AUGUST 12, 2019”**.

Sealed Proposals not so marked are submitted at the risk of the prospective Vendor/Contractor and the County assumes no responsibility for the premature opening of same by any County employee.

Proposals sent through the U.S. Mail are done so at the risk of the Prospective Vendor/Contractor and should be addressed to the Harrison County Board of Supervisors, in care of the Chancery Clerk’s Office, Post Office Drawer CC Gulfport, Mississippi 39502. The County is **NOT** responsible for proposals that arrive in the mail after the designated opening time. Proposals may be delivered in person to the Harrison County Chancery Clerk’s Office in the First Judicial District Courthouse located at 1801 23rd Ave, Gulfport, Mississippi until 5:00 p.m. on Friday, August 9, 2019 or the Board of Supervisor’s conference room at the First Judicial District Courthouse in Gulfport, Mississippi on Monday, August 12, 2019, prior to the opening time as listed above.

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the “Force Majeure Events”), which closure prevents the opening of proposals at the advertised date and time, all proposals received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the proposal opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Proposals shall be received by the agency until the new date and time of the proposal opening as set forth herein. The agency shall not be held responsible for the receipt of any proposals for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its proposal by the agency prior to the new date and time of the proposal opening. The Owner expressly reserves the right to accept or reject any or all proposals or any part of any or all proposals based on a highest and best proposal determination. If the proposal documents request separate proposals on phases or items of a project, the Owner reserves the right to accept or reject any or all proposals or any part of any or all proposals based on a highest and best proposal determination on each phase or item for which a separate proposal is requested. The Owner reserves the right to waive informalities.

The Harrison County Board of Supervisors reserves the right to negotiate final price subsequent to the submission of proposals from the selected qualified proposers. The County will not be liable for any of the cost incurred in preparation and presentation of the response.

Proposals may be held by the Owner for a period not to exceed sixty (60) days from the date of submittal for the purpose of reviewing the proposals and investigating the qualifications of Vendor/Contractor prior to awarding of the Contract.

By Order of the Harrison County Board of Supervisors adopted on the 10th day of June 2019.

(SEAL)

/s/ John McAdams
Clerk for the Board of Supervisors

Publication Dates:

Monday, July 1, 2019

Monday, July 8, 2019