

REQUEST FOR PROPOSALS

DEVELOP A PARKS, RECREATION AND OPEN SPACE MASTER PLAN

Sealed or electronic proposals to develop a Parks and Recreation Master Plan will be received by the Board of Supervisors of Jackson County, Mississippi until 12:00 noon (CT) on Monday, March 16, 2020, and said proposals are to be opened and read aloud at 1:00 p.m., Monday, March 16, 2020, in the Board of Supervisors' Meeting Room located in the Jackson County Services Building, 2915 Canty Street, Pascagoula, MS 39567. Proposer whose proposal meets the criteria established in the Request for Proposals, at the sole discretion of the County, may be considered for Contract award. The County may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The County reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the County.

The County, at its sole discretion, may short-list proposers that are deemed to best meet the County's requirements, taking into consideration all criteria listed in the RFP. The County may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the County. Negotiations will be conducted and may take place in person or via telephone with the most qualified firm as identified by the County or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers.

Work is to commence on or about May 15, 2020.

For sealed proposals, the proposal must be submitted in a sealed envelope which shall be clearly marked "**Parks, Recreation and Open Space Master Plan**". One (1) printed and signed original, five (5) hard copies, and one (1) electronic copy in PDF of the proposal shall be submitted. Any proposal received after the time and date specified for the submission of the proposals will not be considered, and will be returned unopened.

Firms have the option of submitting their proposals sealed in an envelope, as above, or electronically through www.jacksoncoplans.com. If sealed envelope proposal is submitted by mail, the post office address of the Chancery Clerk is P.O. Box 998, Pascagoula, MS 39568. Proposals may be delivered to Josh Eldridge, Chancery Clerk, c/o Land Records Department, 2915 Canty Street, Suite R, Pascagoula, MS 39567.

When submitting an electronic proposal, the proposal must be submitted in "pdf" format and shall contain the same information and forms as required for the paper proposals. When submitting a proposal electronically, the authorized signature may be a hand-written blue ink signature or be an electronic signature. When proposals are submitted electronically, the exterior of the proposal envelope shall be deemed in compliance by including the same information as an attachment with electronic proposal submittal.

For an electronic proposal, documents can be viewed or downloaded from www.jacksoncoplans.com. Proposers will be required to register FREE with Plan House Printing at www.jacksoncoplans.com to submit an electronic proposal. For any questions relating to the electronic submittal, please call Plan House Printing at (228) 248-0181.

From the issue date of this RFP until a proposer is selected and the selection is announced, responding proposers or their representatives may not communicate, either orally or in writing regarding this RFP with any County elected official. To ensure equal treatment for each responding proposer, all questions regarding this RFP must be submitted in writing to darcie_crew@co.jackson.ms.us no later than **Monday, March 2, 2020**. Proposals are legal and binding when submitted.

Proposal must be addressed as follows: Chancery Clerk
P. O. Box 998
Pascagoula, MS 39568-0908

Or, hand delivered to: Chancery Clerk
c/o Land Records Department
2915 Canty Avenue, Suite R
Pascagoula, MS 39567

No Proposal may be withdrawn for a period of ninety (90) days after the time and date scheduled (or subsequently rescheduled) for proposal opening.

The County's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the County's site) whose proposals appear to best meet the County's requirements. Interviews, should they be desired by the County, will be scheduled once proposals are reviewed by County staff.

The County reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, to reject any or all proposals, and to re-advertise for proposals. The County also reserves the right to extend the date or time scheduled for the submitting and/or opening of proposals.

Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the County, in its sole discretion, to be the most advantageous to the County, with all factors being considered.